

federico

BEAUTY INSTITUTE

Create. Transformation.



SCHOOL CATALOG & STUDENT HANDBOOK

916.929.4242 | www.federico.edu | 1515 Sports Drive Sacramento, CA

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HISTORY

Federico Beauty Institute is a third-generation, family-owned and operated learning facility dedicated to providing a progressive, quality education to those interested in a successful career in the beauty industry.

When the first generation of Federico beauty colleges were established in 1946 by James Federico and his brother Sam, the visionary pair sought to open beauty colleges throughout the Central Valley. With school locations that spanned from Fresno to Sacramento, the two brothers successfully built the Federico brand together. Sadly, Sam passed away and the schools were divided between James, who took the northern locations, and Sam's wife, who took the southern locations.

Concentrating on the Sacramento region, James focused on developing an educational institution for beauty based on his philosophy: "a license doesn't earn a living, but an education does."

As the second generation, Gary Federico, who retired as President in 2009, embraced the Federico mantra of loving to learn and learning to love both in family and in business. It is this family culture that cultivates creativity, celebrates camaraderie and thrives on hard work.

The success of Federico Beauty Institute continues to build with the third generation. Each of the third generation Federico brothers instinctively and uniquely contributes to the educational atmosphere. Jeremy is now the President of the new state-of-the-art school facility. Adam founded and operates AJF Salon - the first Federico brand luxury salon - while contributing as an educator for the advanced styling courses. Joseph is the school's CFO and Compliance Director.

For over 65 years, Federico Beauty Institute has continuously set the bar for developing well-trained, highly-qualified beauty industry professionals. Those same high standards are security for the next 60 years as the staff and faculty at Federico Beauty Institute move forward with a comprehensive, long-range plan dedicated to enhancing student programs that will ensure every graduate is more than prepared for a successful career in the beauty industry.

STRATEGIC PURPOSE

Federico Beauty Institute is a beacon of light that empowers our students and staff to develop personally and professionally. Our reputation is staked upon years of delivering on our promises and maintaining the highest of ethical standards while staying relevant and vital.

MISSION STATEMENT

Federico Beauty Institute offers students a quality, modern, market driven education, that not only prepares graduates for state licensure or certification, but instills the technical skills and professionalism that is needed to progress in today's beauty industry.

FACILITIES & EQUIPMENT

Our facility is over 23,000 square feet and includes modern, fully equipped classrooms, a separate spa area, Federico café, and the Beauty Boutique. Classrooms are set up to comfortably accommodate both lecture and hands on learning and feature computer controlled audio visual equipment. The spa area includes nine individual treatment rooms, a community treatment room, a wet room (including two Vichy showers and two spa capsule units), a quiet room, and men's and women's showers. The cosmetology clinic area includes 34 individual styling stations, three spa pedicure thrones, standard and European backwash shampoo units, portable manicure tables, and hair processing accelerators. Computers are located in each theoretical classroom and throughout the school where a student can check their clock in status, and view pending appointments. Free

WIFI is available for students throughout the campus. Sixteen different air conditioning zones exist within the facility. Each zone is equipped with a slide control allowing a slight adjustment of the comfort setting. Security cameras are mounted outside and inside the building for the safety and integrity of all students, staff and clients. A separate parking lot is available for student parking.

LOCATION

The school is located at 1515 Sports Drive, Suite 100, Sacramento, CA 95834. All primary education is delivered in this location. There is ample parking available both day and night. This location is easily accessible by I-5, Arena Blvd. exit or I-80 SF & Davis, Truxel Road Exit or I-80 Reno/Roseville area, Northgate exit. You can also take Arden Way to Northgate. Detailed directions are available at the front desk. We are close to restaurants, diners, apartments, retail stores, and movie theaters.

APPROVALS

This Institution is accredited by:

National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, V A 22302
Phone # (703) 600-7600

This institution is recognized as an eligible institution to participate in Federal Financial Aid Programs by:

The United States Department of Education (ED)
400 Maryland Ave., SW
Washington DC, 20202

We are a private institution approved by:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone # (916) 431-6959

We are approved by:

Board of Barbering and Cosmetology (BBC)
2420 Del Paso Road, Suite 100
Sacramento, CA 95834

We are approved for the training of veterans and eligible persons under Title 38 of US Code.*

**Applies to cosmetology and esthetics students only.*

ADMISSIONS POLICY

All Instruction is given in English; we do not offer multi-lingual instruction. Students are admitted as regular students under the following criteria:

1. All applicants of any course of training offered at Federico Beauty Institute must have completed high school or its equivalent (GED). High school diploma or GED must be provided
2. Take and pass entrance examination prior to enrollment.
 - A score of 70% or higher is considered passing
 - If a prospect fails the entrance exam, they may re-test after one week.
 - If a prospect fails a second opportunity to pass this exam, they must wait 6 months before re-testing (this opportunity would be treated as a first attempt).

3. Complete an enrollment application
4. Provide photo identification (e.g. Driver's License, Identification Card, Passport or Military I.D.)
5. Provide an original, signed social security card
6. If applicant is an eligible non-citizen, they must provide alien documentation (e.g. valid green card)

Prospective students are evaluated by Federico Beauty Institute staff throughout the admissions process to determine their enrollment eligibility. Applicants are scored in the areas of compliance, attitude, behavior, and punctuality. Applicants are contacted within 24 hours of their financial aid appointment and notified whether they have been accepted for enrollment by the institution.

Federico Beauty Institute does not accept Ability to Benefit (ATB) students.

ORIENTATION CLASS

Orientation class is held the week prior to your start date. Attendance is mandatory as this informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the procedure and policy of our school and acquaint you with the instructional program, course goals, personnel and student services. At this time you will receive a list of items necessary for your first week in class.

EVALUATION WEEK

During the first week of school, students can attend classes and participate in lecture with no obligation of tuition fees. This time is used to evaluate students' attitude and attendance. Students' also have the opportunity to evaluate the school, and decide if Federico Beauty Institute will meet their educational goals. There is no tuition charge to the student or credit for hours given if the students' training is discontinued during this first week.

Under California Law, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid (less the processing fee and any non-returnable supplies purchased in the student store) through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If an applicant cancels, any payment they have made will be returned to them within 30 days following the school's receipt of cancellation notice.

CODE OF ETHICS

The School embraces the following principals because it believes these standards are an intricate part of raising the level of professional ism in the beauty & wellness industry. Federico Beauty Institute:

1. Principle objective is the training of qualified students to render the best possible service to clients.
2. Strives to continuously improve its operation in order to keep abreast with the ever-changing developments and new techniques in the beauty & wellness industry.
3. Encourages its educators to keep abreast of the latest teaching methods by reading educational books and attending teacher refresher or advanced courses, workshops and trade schools.
4. Takes part in educational conferences and regional meetings in order to advance the beauty and wellness industry.
5. Makes use of generally acceptable teaching techniques and training aids (such as textbooks, workshops, videos, DVDs, and other audio-visual aids) in order to provide the best possible training for its students.
6. Purchases only high-grade standard equipment, cosmetics, and supplies to be used for instruction of its students.
7. Maintains honest and fair relationships with its staff, students, patrons, regulatory agencies and other colleges.

8. Advertises truthfully and makes honest representations to its students.
9. Does not recruit students already attending or admitted to another college offering a similar program of study.
10. Observes the standards of the National Accrediting Commission of Cosmetology Arts & Science.

PERSONAL ATTENTION

Students are given personal assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the California State Board examination.

STATEMENT OF NON-DISCRIMINATION

Federico Beauty Institute does not discriminate on the basis of ethnic origin, race, color, religion, sex, handicap, financial status, age, or residence in its admissions, instruction, or graduation policies.

SCHOOL POLICY ON THE HANDICAPPED

Federico Beauty Institute complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their handicap. Federico Beauty Institutes admits those handicapped individuals whose handicaps would not create a safety hazard to themselves or their classmates, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

SCHOOL POLICY ON REHABILITATION SERVICES

In order for Federico Beauty Institute to offer a quality educational program, and for the student to be successful in their chosen career we find it necessary to develop a strong relationship with the rehabilitation counselor. It is necessary for Federico Beauty Institute to obtain the history of the applicant in order to fulfill our objective. Therefore it is our policy for the applicant to sign a waiver releasing such information from the rehabilitation agency to Federico Beauty Institute.

DRUG ABUSE PREVENTION PROGRAM

Any individual associated with Federico Beauty Institute who is seeking information, advisement, or assistance concerning drug abuse prevention may call or visit the following agency:

Health and Human Services
4875 Broadway
Sacramento, CA 95820
(916) 366-2736

PROFESSIONAL ASSISTANCE

From time to time, our students may require professional assistance or counseling in areas outside of our expertise. Outside referrals are made on a case by case as needed basis. Students needing outside professional assistance are counseled individually at their request. Should you need assistance with such a referral, please contact the Educational Systems Manager.

SCHOOL POLICY ON SEXUAL HARASSMENT

The Fair Employment and Housing Act defines harassment because of sex as including sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions.

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many

forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoon or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

The owners and management of Federico Beauty Institute strongly disapprove of any and all forms of Sexual Harassment. Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation. Federico Beauty Institute will take all reasonable steps necessary to prevent harassment from occurring.

OFFICE BUSINESS HOURS

- **ADMISSIONS:** Applicants may secure information Tuesday through Friday from 9:30AM to 6:30PM and Saturday 8:30AM – 5PM. Ask for Admissions Advisor.
- **FINANCIAL AID:** Applicants or students may secure Financial Aid information Tuesday through Friday between 9:30a.m. -6:30p.m. Ask for Financial Aid Officer.
- **JOB PLACEMENT:** Tuesday through Friday between 9:30a.m. -6:30p.m. Ask for Job Placement/Student Affairs Coordinator.

All Administrative offices may be reached at (916) 929-4242.

CALENDAR / HOLIDAYS

The college is closed on Sundays, Mondays, and the following holidays*:

- New Year's Day ■ Memorial Day ■ 4th of July
- Labor Day ■ Thanksgiving Day ■ Christmas Day

A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

- * Depending upon the day of the week the holiday falls on, additional days may be included as holidays, and/or the school may elect to open on the preceding Monday.

STARTING CLASS SCHEDULES -2012

Cosmetology	Full Time	Part Time	Esthetics	Full Time	Part Time
	March 27	May 8		March 13	May 29
	May 22	July 31		May 22	September 11
	July 17	October 23		July 31	
	September 11			October 9	

TRANSFER POLICY

A student transferring into this school from another school in the State of California must present his/her record of withdrawal from the prior school if the student wishes to be afforded credit for prior hours of training. Students desiring credit for training from schools out of this state must submit proof of training to the Board of Barbering and Cosmetology for approval. The Board of Barbering and Cosmetology (BBC) will provide the applicants with the supplemental hours needed to complete the applicable program. Transfer students may receive credit from the manicuring course or the esthetics course towards cosmetology. Federico Beauty Institute will review previous education and training, grant appropriate credit, shorten the training period proportionately, and notify the applicant accordingly.* Federico Beauty Institute has not entered into an articulation or transfer agreement with any other college or university. If the applicant is eligible for VA benefits, then the applicant and VA will be notified accordingly.

*If a student is transferring from another cosmetology program, within five years from their withdrawal date (LDA), they will be allowed to use a maximum of 400 clock hours and all operations and theory hours toward their educational requirements at Federico Beauty Institute. Any student transferring into Federico Beauty Institute must complete and pass all required modules/phases, including state board prep class, in order to receive completion paperwork including diploma and proof of training documents.

Federico Beauty Institute will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after enrollment contract has been signed.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Federico Beauty Institute is at the complete discretion of an institution you may seek to transfer. Acceptance of the proof of training you earn in cosmetology or esthetics is also at the complete discretion of the institution you may seek to transfer. If the clock hours, operations or credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to complete 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 Federico Beauty Institute to determine if your clock hours, operations or credits will transfer.

RE-ENTRY POLICY

Students in good standing who withdraw temporarily will be able to re-enter training without loss of credit. A former cosmetology or esthetics student returning to Federico Beauty Institute within five years from their withdrawal date (LDA), will be allowed to use all clock hours and all operations and theory hours toward their educational requirements at Federico Beauty Institute. Students that have been terminated or have willfully withdrawn from our institution will not be allowed to re-enroll for six months from the last day of attendance unless the withdrawal was enforced or mandated by personal medical or family medical emergency documented with doctor or hospital paperwork or military deployment. The school reserves the right to alter its re-enrollment policy. This will be done on an individual basis and at the discretion of the school.

TRANSFER STUDENT (Financial Aid)

A student, who attended a post-secondary institution prior to the enrollment at Federico Beauty Institute, is required to provide a Financial Aid transcript from each of the institutions attended. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received at Federico Beauty Institute.

FOREIGN STUDENTS

Federico Beauty Institute does not admit students from other countries provide visa services or vouch for student status

STUDENT HOUSING

Housing assistance is not provided by Federico Beauty Institute.

JOB PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. The school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll. However, our primary goal is to provide specialized training which will prepare our graduates for employment upon licensing from the Board of Barbering and Cosmetology. The staff works with salon owners and employers to provide students with an opportunity to become gainfully employed upon completion and licensing. Students are encouraged to discuss their employment needs with Student Services or their educator.

ATTENDANCE POLICY

An attendance rate of 85% must be maintained at all times by students enrolled in clock hour programs. Should a life circumstance cause you to be absent, it is mandatory that you contact the registrar. If a clock hour student does not maintain 85% attendance, corrective action will be taken. Correction will be expected immediately and must be maintained. Federico Beauty Institute has no excused or unexcused absences.

Students will be allowed the maximum number of absences/early dismissals (occurrences):

Class	Number of Absences + Early Dismissals allowed	Module/Phase Duration
AM Cosmo	6	8 weeks (240 hrs.)
PM Cosmo	5 total or 2 Saturdays	6 weeks (120 hrs.)
PM Cosmo	10 total or 3 Saturdays	12 weeks (240 hrs.)
AM Esthi	4	5 weeks (150 hrs.)
PM Esthi	7 total or 2 Saturdays	7.5 weeks (150 hrs.)

If a student exceeds the above number of occurrences, a referral slip will be written by the classroom educator and the student will counseled by the education department about their attendance.

APPLIED EFFORT

After clocking in, you are required to maintain applied effort. Applied effort means; you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or in a class. In all cases, your activities while on the time clock must be related to training for your course of study.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage is equated to a letter grade. Evaluation reports are issued to the students at the time of satisfactory progress evaluation periods. This evaluation form reflects the overall Attendance and Academic progress of the student. "Excellence in Education" grading criteria will be used in all practical and clinical work. Students must maintain a "C" (75%) average to maintain satisfactory academic status.

The grading system detailed below is the system utilized in the school.

Grading Symbol	Quality of Points	Percentage Range
A	Superior Attainment of Course Objectives	100-92%
B	Good Attainment of Course Objectives	91-84%
C	Acceptable Attainment of Course Objectives (Needs Improvement)	83-75%
D	Poor Attainment of Course Objectives	74-70%
F	Non-Attainment of Course Objectives	69-0%

RETENTION OF STUDENT RECORDS

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Adult students and parents of minor students* have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present during the process.

Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. See FERPA Act.

*Emancipated minors not included

The School maintains student records in accordance with California Private Post-Secondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8). Federico Beauty Institute maintains:

(a) Records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) For each student granted a certificate, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses

All graduate student files are maintained in the school's for six (6) years. After that time, the above mentioned completion records are then scanned and permanently stored digitally.

Withdrawal records are maintained for six (6) years and then destroyed.

TESTING POLICY

Cosmetology

At the end of each class, a final exam will be given. This examination will consist of a written and a practical exam. The student must pass both the written and practical examinations to complete the class. The time of the written and practical examination will be scheduled by the primary classroom instructor.

Section 1: Written and Practical Examinations

- **Written Examination:** If the student is late for the written exam, they may take the test in whatever time may be remaining. A grade of 75% or higher is considered passing. If the student is absent for the written exam or scores less than 75%, they will be considered as failing the class and must pass a re-take written examination (see section 2).

- **Practical Examination:** The student must arrive on time and be prepared to participate according to the class schedule. A grade of 75% or higher is considered passing. If the student is late, absent, or scores less than 75%, they will be considered as failing the class and must pass a re-take practical examination (see section 2).

Section 2: Re-take Examinations

Re-take examinations will be scheduled during the final week of the academic module. If the student passes the re-take exam they will be considered as completing the class. If the student fails or does not appear for their scheduled re-take exam, they will be considered as failing the class and their enrollment will be immediately terminated.

If a student has been out of school on a documented Leave of Absence during a class, it will be classified as incomplete and the student will be scheduled to re-take the class as it fits into their curriculum.

Esthetics

At the completion of each phase of the curriculum, a final examination will be given. Each examination will consist of a written and a practical exam. The student must pass both the written and practical examinations with a score of 75% or higher to complete the educational phase. The time of the written and practical examination will be scheduled by the primary classroom instructor. If a student fails or misses either the written or practical exam, they will be given one academic week to schedule a make-up test. If the student passes the make-up exam they will be considered as completing the phase. If the student fails or does not take a make-up test within the given timeframe, they will be considered as failing the phase and their enrollment will be immediately terminated.

State Board Prep Class

Cosmetology and Esthetics students will be scheduled for a State Board Prep class during their course of study. A Mock State Board Exam will be given at the end of this prep class. A score of 75% or better must be achieved on both the written and practical examinations. If the student is absent for, or scores below 75% on either exam, they will be considered as failing the class and must pass a re-take of the failed examination. The student will be given one academic remedial week to prepare for and re-take their examination(s). The retake examination will be scheduled at the end of that week by the primary classroom instructor. If a student fails their re-take State Board Prep exam, they must schedule another re-take exam with the Director of Education. A \$100 re-examination fee will be assessed. This fee must be paid and the re-take examination must be scheduled within 30 days of the failed exam. If this is not done within the specified timeframe, the student will be placed on time clock suspension until the rescheduling process is complete.

Electronic dictionaries or translators may not be used during any written test. Traditional (paper) dictionaries and translators must be submitted to instructor for approval prior to use during a written test.

PHYSICAL REQUIREMENTS OF THE INDUSTRY

Generally, professionals in the beauty field must be in good physical health because they will be working in direct contact with the public. In most aspects of the beauty culture, there is a great deal of standing, walking, pushing, bending and stretching, sometimes for long periods of time. A person must consider their physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

If a student, while enrolled, sustains an injury deemed by the school to impair his/her ability to fulfill all educational requirements (practical and theoretical) he/she may be required to take a Leave of Absence until given a full medical release by their physician.

ABILITY TO MEET REQUIREMENTS SET FORTH BY EMPLOYERS

Following are values many beauty and wellness industry employers look for in a job candidate:

- Education – High School diploma or equivalent, relevant vocational training in the area in which you are seeking employment, and continuing education (keeping up to date technically & applying new knowledge to your job).
- Licensure – Current license issued by California’s Board of Barbering and Cosmetology
- Related Experience – Prior work experience dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Cooperation – Being pleasant with others on the job and displaying a good natured cooperative attitude.
- Attention to detail – Being careful about detail and thorough in completing work tasks.
- Integrity – Being honest and ethical.
- Self-control – Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in difficult situations.
- Dependability – Being reliable, responsible and dependable, and fulfilling obligations.
- Innovation – Being creative and alternative thinking to develop ideas for and answers to work related problems.
- Concern for others – Being sensitive to others’ needs and feelings and being understanding and helpful on the job.
- Social orientation – Preferring to work with others rather than alone, and being personally connected with others on the job.
- Independence – Developing one’s own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative – Willingness to take on responsibilities and challenges.
- Stress tolerance – Accepting criticism and dealing calmly and effectively with high stress situations.
- Achievement/Effort – Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Source: Department of Labor O*Net Summary Reports for Cosmetologists, Barbers, Skincare Specialists, and Massage Therapists.

COSMETOLOGY COURSE: 1600 Clock Hours

The courses of study for students enrolled in a cosmetology course consists of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering the practices constituting the art of cosmetology. (O*Net 39.5012.00 CIP #12.0401)

Credit is given only if applied effort is maintained. See " Applied Effort".

Related Occupations:

Hairdressers, Hairstylists and Cosmetologists (39-5012); Manicurist and Pedicurists (39-5092); Makeup Artists, Theatrical and Performance (39-5092); Skincare Specialists (39-5094), Shampooers (39-5093), Vocational Education Teachers, Postsecondary (25-1194); Receptionists (43-4171); Sales Representative, Whole-Sale and Manufacturing (41-4012); Retail Salesperson (41-2031), Whole-sale, and retail buyers except farm products (13-1002).

Educational Goal:

- To gain employment as an entry level cosmetologist.

Educational Objectives:

- To prepare the student to pass the Board of Barbering and Cosmetology licensing examination. Passing this exam is required to obtain a cosmetology license. The license is required to operate as a cosmetologist in the state of California
- Provide students with adequate information, demonstration, and practice to perform the techniques of a cosmetologist completely and safely.
- Provide students with the necessary information and knowledge to understand ethical and legal principals, interpersonal and communication issues, and business concerns of the profession.

Curriculum for the Cosmetology Course – 1600 Clock Hours: Curriculum for students enrolled in the cosmetology course will consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering the practices of a cosmetologist.

Instructional Methods: Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Such technical instruction and practical operations shall include:

Subject	Minimum Hours/Operations*
Hairstyling	65 hours/240 operations
Permanent Waving & Chemical Straightening	40 hours/105 operations
Hair Coloring & Bleaching	60 hours/50 operations
Hair Cutting	20 hours/80 operations
CA Laws & Regulations	20 hours
Health & Safety Considerations	45 hours
Disinfection & Sanitation	20 hours

Anatomy & Physiology	15 hours
Manual, Electrical, & Chemical Facials	25 hours/40 operations
Eyebrow Beautification & Make-up	25 hours/30 operations
Manicuring & Pedicuring	10 hours/25 operations
Artificial Nails & Wraps	25 hours/120 (nails) operations

*Please note that the numbers listed here are the minimal requirements to satisfy the graduation requirement. Instruction is also given in the areas of communication skills development, professional ethics, sales, client record keeping, resume writing, employment types, and business management.

Knowledge to be developed:**

- Customer and personal service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
- Sales and marketing – Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Chemistry – Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Skills to be developed:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service orientation – Actively looking for ways to help people.
- Critical thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking – Talking to others to convey information effectively.
- Active learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and decision making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Social perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Complex problem solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing the performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities to be developed:**

- Arm-hand steadiness – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

- Manual dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Finger dexterity – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Oral comprehension – The ability to listen and understand information and ideas presented through spoken words and sentences.
- Near vision – The ability to see details at close range (within a few feet of the observer).
- Oral expression – The ability to communicate information and ideas in speaking so others will understand.
- Originality – The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Speech recognition – The ability to identify and understand the speech of another person.
- Visualization – The ability to imagine how something will look after it's moved around or when its parts are moved or rearranged.
- Fluency of ideas – The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

** Source U.S. Department of Labor O*Net Summary Report Barbers, Cosmetologists, and Other Personal Appearance Workers, on the Internet at <http://www.bls.gov/oco/ocos332.htm>

Requirements for Satisfactory Completion of Course:

- Complete the at least the minimum required theory hours and practical operations
- Pass all theoretical and practical examinations with a “C” (75%) or better
- Complete 1,600 clock hours

Graduation Requirements

When a student has completed the required theory hours and practical operations in Cosmetology with a G.P.A of “C” (75%) or better and paid all their tuition and fees, they will be awarded a diploma certifying their graduation.

Graduation Document Preparation

Students are assisted in completing their proof of training documents for submission to the Board of Barbering and Cosmetology. They are also assisted with the necessary documents at this time if they did not or were not eligible to pre-apply for their licensure examination.

Licensure Requirements

Qualifications to take the California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalent (12th grade for Electrologist)
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code
- Have completed 1500 hours in a Board Approved School of Barbering

A license will be granted to those scoring 75% or higher on the exam

Job Opportunities

The following career opportunities are open to licensed cosmetologists: Hairdresser, esthetician, nail artist, colorist, makeup artist, perm specialist, artistic director, fashion show stylist, beauty care marketing, trade show director, image consultant, photo and movie stylist, beauty product designer, product manufacturer representative, educator, platform artist, beauty business consultant, cosmetic and fragrance designer, school instructor, salon owner, salon coordinator, salon franchisee, and salon manager.

1200 HOUR MINIMUM OPERATIONS REQUIREMENT

To ensure timely completion of course, Cosmetologists must complete a minimum of operations before accumulating 1200 clock hours. If a student has not completed the minimum requirements at 1200 clock hours, they will be allowed to come to school to earn operations but not be allowed to clock in and record hours*. If the student is in a scheduled class at the 1200 hour mark, the time clock suspension will not occur until the class is complete. Once the minimum operations are met the student will be allowed to resume normal school attendance. Please refer to following chart for minimum amount of operations of required:

SUBJECT	Ops Required at 1200 Hours
WET HAIRSTYLING	120
THERMAL STYLING	24
PRESS & CURL	12
PERMANENT WAVING	48
CHEMICAL STRAIGHTENING	16
HAIRCUTTING	48
HAIRCOLORING	31
BLEACHING	12
SCALP & HAIR TREATMENT	12
MANUAL FACIALS	7
ELECTRICAL FACIALS	10
CHEMICAL FACIALS	10
ARCH/HAIR REMOVAL	10
MAKE-UP	7
WATER/OIL MANIS	10
PEDICURES	7
LIQUID/POWDER NAILS	31
ARTIFICIAL NAIL TIPS	31
NAIL WRAP REPAIRS	12

Minimum operation requirements only apply to classes that have been completed, i.e. if a student has not completed skin class, the following operations will not be included: Manual Facials, Electrical Facials, Chemical Facials, Arch/Hair Removal, and Make-Up.

ESTHETICS COURSE - 600 Clock Hours

The course of study for students enrolled in the Esthetics course will consist of six hundred (600) clock hours of technical instruction and practical operations covering the practices constituting the art of esthetics. (O*Net 39-5094.00 CIP #12.0409)

Esthetics students are given 700 possible clock hours to earn 600 actual hours. At the point an esthetic student's missed hours exceeds 100, they will be classified as a "drop" and withdrawn from school.

Credit is given only if applied effort is maintained. See "Applied Effort."

Related Occupations: Makeup Artists, Theatrical and Performance (39-5092); Skincare Specialists (39-5094) Vocational Education Teachers, Postsecondary (25-1194); Receptionists (43-4171); Sales Representative, Whole-Sale and Manufacturing (41-4012); Retail Salesperson (41-2031), Whole-sale, and retail buyers except farm products (13-1002);

Educational Goal:

- To gain employment as an entry level esthetician.

Educational Objectives:

- To prepare the student to pass the Board of Barbering and Cosmetology licensing examination. Passing this exam is required to obtain an esthetics license. The license is required to operate as a cosmetologist in the state of California
- Provide students with adequate information, demonstration, and practice to perform the techniques of an esthetician completely and safely.
- Provide students with the necessary information and knowledge to understand ethical and legal principals, interpersonal and communication issues, and business concerns of the profession.

Curriculum for the Esthetics Course – 600 Clock Hours: Curriculum for students enrolled in the cosmetology course will consist of six hundred (600) clock hours of technical instruction and practical operations covering the practices of a cosmetologist.

Instructional Methods: Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Such technical instruction and practical operations shall include:

Subject	Minimum Hours/Operations*
Manual, Electrical & Chemical Facials	70 hours/140 operations
Preparation	15 hours
CA Laws & Regulations	10 hours
Health & Safety Considerations	40 hours
Disinfection & Sanitation	10 hours
Anatomy & Physiology	15 hours

Eyebrow Beautification	25 hours/50 operations
Make-up	20 hours/40 operations

*Please note that the numbers listed here are the minimal requirements to satisfy the graduation requirement. Instruction is also given in the areas of communication skills development, professional ethics, sales, client record keeping, resume writing, employment types, and business management.

Knowledge to be developed:**

- Customer and personal service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
- Sales and marketing – Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Skills to be developed:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Service orientation – Actively looking for ways to help people.
- Social perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Judgment and decision making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities to be developed:**

- Oral expression – The ability to communicate information and ideas in speaking so others will understand.
- Oral comprehension – The ability to listen and understand information and ideas presented through spoken words and sentences.
- Speech clarity – The ability to speak clearly so others can understand you.
- Speech recognition – The ability to identify and understand the speech of another person.
- Near vision – The ability to see details at close range (within a few feet of the observer).
- Problem sensitivity – The ability to tell when something is wrong or likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Arm-hand steadiness – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Information ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations).
- Written comprehension – The ability to read and understand information and ideas presented in writing.
- Written expression – The ability to communicate information and ideas in writing so others will understand.
- ** Source U.S. Department of Labor O*Net Summary Report Barbers, Cosmetologists, and Other Personal Appearance Workers, on the Internet at <http://www.bls.gov/oco/ocos332.htm>

Requirements for Satisfactory Completion of Course:

- Complete the required theory hours and practical operations
- Pass all theoretical and practical examinations with a “C” (75%) or better
- Complete 600 clock hours

Graduation Requirements

When a student has completed the required theory hours and practical operations in Esthetics with a G.P.A of “C” (75%) or better and paid all their tuition and fees, they will be awarded a diploma certifying their graduation.

Graduation Document Preparation

Students are assisted in completing their proof of training documents for submission to the Board of Barbering and Cosmetology. They are also assisted with the necessary documents at this time if they did not or were not eligible to pre-apply for their licensure examination.

Licensure Requirements

Qualifications to take the California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalent (12th grade for Electrologist)
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code
- Have completed 1500 hours in a Board Approved School of Barbering

A license will be granted to those scoring 75% or higher on the exam

Job Opportunities

The following career opportunities are open to licensed estheticians: Skin care professional, makeup artist, beauty care marketing, trade show director, product manufacturer representative, educator, beauty business consultant, cosmetic and fragrance designer, school instructor, salon owner, spa owner, salon/spa coordinator, salon franchisee, and salon manager.

REGULATORY OVERSIGHT RESTRICTIONS

The California Board of Barbering and Cosmetology may deny a license on the grounds that the applicant has one of the following:

1. Been convicted of a crime;
2. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another or substantially injure another, or
3. Done any act which is by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

The Board may deny a license if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which the application is made. (Section 480, Division 1.5 of the Business and Professions Code).

The full text of Section 480 may be found at www.legalinfo.ca.gov.

TIME SCHEDULE AND SCHOOL HOURS:

The school is open 5 days a week, Tuesday through Saturday.

Tuesday – Friday: 9:30 a.m. - 8:30 p.m.

Saturday: 8:30 a.m. - 5:00 p.m.

- Your school hours vary with your schedule.
- It is your responsibility to arrive at school on time and remain in school according to your contracted schedule. If this is not the case, you must contact the school to report your tardiness or absence before you are scheduled to arrive.
- Should you find it necessary to change your schedule, please complete the schedule change form SA001. It is located in the Administration office.

A full time student may reduce his/her base schedule for one of the following reasons:

- Job related
- Child care

TARDINESS

Tardiness is not accepted at Federico Beauty Institute. Students are expected to be *clocked in and present* in their assigned classroom at the designated start time. **AM students cannot clock in after 9:30:00 AM and PM students cannot clock in after 5:30:00 PM (T-F) and 8:30:00 AM on Saturday. The time clock is accurate down to the second, and you will not be allowed to clock in after your scheduled start time (for example if class starts at 5:30:00 PM, and you try to clock in at 5:30:30, you will be considered tardy).** Federico's time clocks are synchronized with a NIST (National Institute of Standards and Technology) time server.

In most legitimate cases (doctor's appointment, court appearance, etc.), a student should know at least the day before, if they will need to miss part of a school day. In such a case, the student must notify the registrar in advance (not day of). In case of an unforeseen circumstance the morning of class, a call must be made to the registrar before the scheduled start time. **If there is even a possibility of being late to school, please call the registrar at extension 209 to notify them.** We realize that certain cases (i.e. car accident, freeway closure, etc.) *are beyond a student's control* and allowances may be made. **Written documentation (police ticket/report, medical receipt, automotive repair receipt, or scheduled school/other official appointment with time and date on school/company letterhead) must be presented to the registrar before a student is allowed to clock in past their scheduled start time.** *One non-verified tardy (tardiness that meets above conditions without sufficient documentation) is permitted per 12 months of active enrollment.* Accidents and extreme traffic are monitored by the registrar's office via the internet through Sigalert.com, The CHP Traffic Incident Information Page and The Sacramento Bee Traffic page. All accidents and traffic have to be verified for a student to clocked in late. Normal traffic is not a legitimate excuse for clocking in tardy.

CALLING IN TO REGISTRAR

If you are going to be absent or tardy to school it is your responsibility to call in to the registrar's office (x209) before your scheduled start time. A student will only be clocked in tardy in accordance with Federico's Tardiness policy (see above). Students who do not call in are subject to the disciplinary process.

EARLY DISMISSAL

All personal/business appointments should be handled on your day off. Should you find it necessary to leave school early, you must fill out the Early Dismissal form and follow the proper sign out procedure. Early dismissals must be turned into the registrar by 10AM Tuesday, Thursday, and Friday for full-time students. On Wednesday mornings, due to scheduled homerooms, early dismissals will be accepted as

late as 11AM. Early dismissals must be turned in by 6PM Tuesday through Friday and 9AM on Saturday for part-time students. In the case of illness or emergency, and you unexpectedly need to leave in the middle of the school day, you must have your early dismissal signed off by a member of school management. Early dismissals **must be** filled out if you are leaving more than 10 minutes before your scheduled end time (5:20PM for full-time students, 8:20PM for part-time students, 4:50PM on Saturday). Students are allowed a maximum number of early dismissals and absences allowed per module. Once that number is exceeded, a student is subject to the disciplinary process (See Attendance Policy).

TIME CARDS

Time cards are an important factor to your success at Federico Beauty Institute. It is **your** job to make sure that you are getting the correct credits on the time card so the proper information is being entered into the tracking system. All students will receive a weekly time card. It is the student's responsibility to maintain this time card. It is also the student's responsibility to transfer all prior hours and operations accurately to a new weekly time card. An instructor must document each operation on the time card or credit will not be given. If the time card is lost, stolen or destroyed, the student will lose all theoretical hours and operations on that timecard. The previous weeks' time card must be turned into the registrar by close of business Saturday or first day back from an absence. Holding of timecard(s) beyond this timeframe will result in loss of all operations accumulated during that/those week/weeks. In order to complete the course of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. The student must be aware at all times of hours and operations needed for completion.

TIME CLOCK PROCEDURES

Philosophy

The course you are enrolled in is considered a clock hour program. This means that credit is applied towards completing your program through the accumulation of clock hours. Federico Beauty Institute's electronic time clocks are the only instruments that we use to determine the number of hours you have completed on a per day basis. To keep an accurate account of your time, you must abide by the following procedure or you will lose clock hours.

CLOCKING IN/OUT PROCEDURES

Clocking In

You must clock in upon arrival to school. You may clock in up to 30 minutes before your scheduled clock-in time. *Example: If you are scheduled to begin at 9:30AM and you clock in at any time between 9:00AM and 9:30AM, your clock-in time will read 9:30AM.*

Clocking Out

You must clock out when leaving school for the day. You may clock out up to 30 minutes after your scheduled clock-out time. *Example: If your schedule ends at 5:30PM you may clock out at any time between 5:30PM and 6:00PM, and your clock-out time will read 5:30PM*

If you wish to leave earlier than your scheduled clock-out time, you must follow the proper early dismissal procedure. This entails completing an Early Dismissal Request form and getting signed approval from your instructor and the Registrar.

Breaks/Lunch

You must be clocked out whenever you are taking a break. You are allowed two 15-minute breaks per day, and are required to take a 30-minute lunch if you are clocked in for more than 5.5 hours.

15-minute Break

There is no minimum required time for this break type.

The maximum time is 15 minutes. A two minute allowance is made to allow for clocking back in from break.

Example: A student who clocks out on break for up to 17 minutes (15 minute break + 2 minute allowance) will have no time deducted. A student who is on break for 30 minutes will have $30-17= 13$ minutes deducted.

30-minute Lunch*

The minimum required time for lunch is 16 minutes. Any lunch taken under one half hour will be automatically rounded to 30 minutes. Any time over 30 minutes will be recorded as your actual lunch taken. *Examples: A 20 minute actual lunch time will be recorded as 30 minutes; a 33 minute actual lunch time will be recorded as 33 minutes; a 38 minute actual lunch time will be recorded as 38 minutes.*

Hand Scanner Terminal Functions

The box above the Hand Scanner is known as a Remote Data Terminal (RDT).

Use only the buttons on the RDT and not those located on the Hand Scanner.

To Clock In

- 1 Touch *Clock In*
- 2 Swipe you student badge or enter your ID number and touch *Yes/Enter*
- 3 Verify name, date, time, and touch *Yes/Enter*
- 4 Place hand in Scanner; make sure all red-light indicators have gone out on Scanner.
- 5 Watch for Hand Print Accepted on main RDT screen
Watch for your name and Clock In Successful on main RDT screen;
- 6 listen for beep
- 7 Ensure clock-in has been accepted by Viewing Hours

To Leave for the Day

- 1 Touch *Leave for End of Day/Clock Out*
- 2 Swipe you student badge or enter your ID number and touch *Yes/Enter*
- 3 Verify name, date, time, and touch *Yes/Enter*
- 4 Place hand in Scanner; make sure all red-light indicators have gone out on Scanner.
- 5 Watch for Hand Print Accepted on main RDT screen
Watch for your name and Clock Out Successful on main RDT screen;
- 6 listen for beep
- 7 Ensure clock-out has been accepted by Viewing Hours

To Go on 15-minute Break

- 1 Touch *Go On Break*
- 2 Enter number *1* for Student Break
- 3 Swipe you student badge or enter your ID number and touch *Yes/Enter*
- 4 Verify name, date, time, and touch *Yes/Enter*
- 5 Place hand in Scanner; make sure all red-light indicators have gone out on Scanner.
- 6 Watch for Hand Print Accepted on main RDT screen
Watch for your name and Go On Break Successful on main RDT screen;
- 7 listen for beep
- 8 Ensure clock has been accepted by Viewing Hours

To Go on Lunch

- 1 Touch *Go On Break*
- 2 Enter number *2* for Student Lunch
- 3 Swipe you student badge or enter your ID number and touch *Yes/Enter*
- 4 Verify name, date, time, and touch *Yes/Enter*
- 5 Place hand in Scanner; make sure all red-light indicators have gone out on Scanner.
- 6 Watch for Hand Print Accepted on main RDT screen
Watch for your name and Go On Break Successful on main RDT screen;
- 7 listen for beep
- 8 Ensure clock has been accepted by Viewing Hours

To Return from Break/Clock In

- 1 Touch *Clock In*
- 2 Swipe you student badge or enter your ID number and touch *Yes/Enter*
- 3 Verify name, date, time, and touch *Yes/Enter*
- 4 Place hand in Scanner; make sure all red-light indicators have gone out on Scanner.
- 5 Watch for Hand Print Accepted on main RDT screen
Watch for your name and Clock In Successful on main RDT screen;
- 6 listen for beep

- 7 Ensure clock-out has been accepted by Viewing Hours

To View Hours

- 1 Touch *View Hours*
- 2 Swipe your student badge or enter your ID number and touch *Yes/Enter*
- 3 Verify name, date, time, and touch *Yes/Enter*
- 4 On the main RDT screen, you will see your total hours for the current week and day
- 5 To see all clocks for the current week, Touch *0*
- 6 On the left of the screen is the date of clock; in the middle is the time of the clock
For the next screen, touch *Leave for Day/Clock Out*; for the previous screen, touch
- 7 *Clock In*
- 8 To exit, touch *No/Esc*

If the screen reads when you scan your hand:

BAD VERIFY The hand print verification was not successful

or

SCAN FAILED The hand scan did not fall within the approval threshold

the scanner is not reading your hand clearly. Remember how you normally place your hand in the scanner to ensure a successful scan each time.

You must View Hours each time you use a clock function in order to ensure that your clock was completely successful. You can also check to make sure you are properly clocked in or out by your status on the computer in your classroom.

If you have any questions/concerns regarding your clock in/out status, please see the registrar immediately.

* Lunch: Lunches are thirty minutes. This includes getting your food and eating it. This does not mean thirty minutes to get your food, then clocking in and sitting down to eat. If you are in class, your instructor determines lunchtime. If you are on the clinic floor, your lunch is to be coordinated with the reception desk. You *must* take a lunch. If you are on the clinic floor and have not had a chance to take a lunch by 2pm because of client bookings, notify your instructor. Your instructor will arrange a lunch break for you.

One hour will be deducted from your time if do not take a lunch for the day.

Additional Instructions/Guidelines for Clocking in and out

- Credit will be given for APPLIED EFFORT only.
- **Should you forget to or unsuccessfully clock in or out, you will lose time credit.** A Lost Time form is available next to each time clock. Fill out the form entirely, acquiring all necessary signatures. Keep lost time card(s) and present to registrar two weeks before graduation. At that the lost hours will be deducted from your overtime calculation. You may also choose to schedule hours to make up the lost time (accelerating graduation).
- The previous weeks' time card must be turned into the registrar by Saturday or first day back from an absence. Holding of timecards will result in loss of all credit accumulated for that week/weeks.
- Both student name and student signature must be legibly written at top of time card.

- Up to one hour over your scheduled hours for the day can be earned if you are working late on a paying client. Student must complete (with instructor signature) “Extra hours request form” located at reception desk.
- In order to receive extern hours, a completed Evaluation Form from the participating salon must be filled out completely and signed by salon owner or salon manager. This paperwork must be turned in to extern coordinator within two school days of externship assignment. Failure to turn in Evaluation Form will result in no credit awarded for that day.

SCHEDULE CHANGE

A student can request a schedule change to increase the base hours of their program, switch from a full time to part time schedule or vice versa. *A student **cannot** request a schedule change to reduce the base of either the full time or part time schedule (Ex: A full time student cannot change their schedule to leave at 5pm instead of 5:30pm).* Schedule changes may be made due to the following conditions:

- A. Conflict with schedule due to work, child care/related problems.
 - B. Health reasons (includes pregnancy)
 - C. Moving out of area
 - D. To meet State Board date (administration will determine effective date of schedule change)
 - E. AM Cosmetologists may add Saturdays upon completion all classes
 - F. PM students may increase their schedule by regular weekly externship at a salon. The student must provide documentation from the salon to validate the schedule change prior to approval. Externship does not excuse the student from missing any required classes including state board.
- A student may initiate the schedule change process by completing a Contract Schedule Change Form (SA001)
 - There is a 2 week waiting period when submitting a schedule change request.
 - One schedule change allowed per enrollment.
 - If additional schedule change is needed, student to be charged \$20.00 per schedule change.

All schedule change requests require documentation and are subject to management approval and capacity restraints.

FAILURE TO COMPLETE COURSE AT SPECIFIED TIME

Should a student fail to complete the minimum number of hours and/or operations within the specified contract timeframe, all training may be stopped until the additional monies for training have been received.

CONTRACTED COURSE LENGTH/ DISRUPTION OF EDUCATION

All educational courses are designed to be completed within the students' original contracted course length. Should a student fail to complete their required curriculum due to excessive absences, or Leave of Absence, the students' remaining training may consist of assigned practice activities, self-study activities, and/or technical instruction all of which, must be authorized by an instructor. If the student fails to complete a module due to an approved Leave of Absence the student must repeat the cycle/modules successfully to graduate from the course. The school will not assign an instructor to students who have failed to complete the course within the original contract time frame. The school will make its best effort to assist students so they may complete their program, but the responsibility remains with the student. At no time may students be dismissed from class modules unless approved by the Director of Education.

DRESS CODE AND APPEARANCE

All students are required to arrive at school each day meeting the dress code in its entirety. The personal appearance of our students reflects our school image and visually states what the school represents. Our dress code of black and white represents a clean, professional look consistent with our industry.

A clean pressed full-length lab/ shirt coat with school logo* (white for estheticians and black for cosmetologists) must be worn at all times. Any exposed clothing must be black or white*. If colors other than black or white are worn under lab coat, coat must be buttoned so other colors are not visible. ***In lieu of a lab coat, a full length cover apron with a school logo** (black for cosmetologists and silver for estheticians) may be worn. If an apron is worn, it must be buttoned around the neck.*** A name badge will be provided by the school and also must be worn on outside of apparel at all times. The student will be charged \$5.00 for an additional name badge if lost or missing.

* Authentic Federico branded apparel of any color may be worn.

** No deviation from approved school logo allowed

- Blue jeans may not be worn.
- Shorts, skorts and skirts must be at least to the tip of the fingers in length. All shorts must be hemmed.
- If leggings are worn, skirt or long shirt must be worn over them (*see above length req's*)
- Underarms must be covered.
- No backless shirts.
- Midriffs must be covered.
- No exposed underwear.
- No cotton sweat apparel, thermals, yoga pants, or gym/sportswear may be worn.
- Any tattoo/body marking deemed profane, obscene, violent, or gang related (language, gesture, or artwork) must be covered.
- Head cover/hats, bandanas, or gear of any kind are not permitted. Hair ornamentation (i.e. flowers, chopsticks, clippies, etc. must not cover more than 25% of hair). The school reserves the right to classify what is and is not hair ornamentation.
- Non-functional, ornamental clothing accessories must be black or white.
- Shoes can be of any color but must be closed toed. Slippers/house shoes are not allowed. Cushioned, supportive shoes with non-skid soles are preferable. Keep in mind that you will be standing for long periods of time on a tile or concrete floor that is occasionally slippery. Shoes that produce black marks are not allowed.
- Make-up must be applied and hair styled prior to clocking in, and done in a manner that represents the career you have chosen.

The school reserves the right to enforce this policy on the basis of integrity if one interprets it in a different manner than was intended.

ELECTRONIC DEVICES

All noise generating electronic devices such as cell phones must be kept in silence mode during class hours so not to cause a disruption to the class. No person will be allowed to listen to personal electronic devices such as an iPod. Federico Beauty Institute is not liable for lost, damaged or stolen electronic equipment.

Cell Phones can only be used when a student is clocked out. The only locations a student may use a cell phone (even when clocked out) are in the café or outside of the building. Text messaging is not allowed while a student is clocked in.

Laptops are allowed in the classroom, but must be stowed when working on practical applications.

Cameras are allowed to document student work only. If a student wishes to take a picture of work done on a client, the student must secure the client's permission in the presence of an attending educator. A model consent form must be signed by the client, and turned into the reception desk. All classroom work that a student wishes to photograph must be taken in the designated area on the student salon floor.

SANITATION

It is everyone's responsibility to keep our working and training facility clean. Each student throughout their training will be assigned specific sanitation duties. These duties will be no greater than what is expected of professionals in a salon. Throughout the day students must keep styling tools in a sanitized condition as well as their work area. It is important for every student to assume responsibility for his/her sanitation. It's not fair to other students to clean up after another student. Everyone should work together as a team to create a positive environment conducive to learning. "MANY HANDS MAKE LIGHT WORK."

HOUSEKEEPING

- A) A clean work area makes for a pleasant and safe place to work.
- B) Students are not allowed to eat in the classrooms or on the clinic floor. Student beverages are prohibited on the clinic floor. In the classroom, all beverages must be contained in a tightly sealed, fully closable beverage container. Federico Beauty Institute branded containers that meet these criteria are available for purchase in the cafe.
- C) Employees and students are asked to help keep their surroundings as neat and orderly as possible. To prevent slippage the floors must be free of hair, debris and water. Should these substances come in contact with the floor please remove them immediately. Place safety cones in areas to indicate wet floors. This is imperative for the safety of everyone.
- D) Trash and recycling receptacles are located throughout the building. Please place all litter from lunches to scrap materials etc. in these receptacles.
- E) Be health, safety and fire prevention conscious.
- F) Please report any broken or non-functioning equipment to the front desk or director of operations as soon as possible.

In accordance with Board of Barbering requirements adherence to the rules of sanitation, sterilization and personal hygiene is required at all times. This directly affects the professionalism, continuity and image of you and the school in the marketplace.

STUDENT HEALTH AND SAFETY

Student health and safety is important to Federico Beauty Institute. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students.

- A) All accidents or injuries must be reported on an accident incident form which is located in reception area or the administration office.
- B) Common sense is the most important safety rule of all. Please use it at all times.
- C) Horseplay in work areas will not be tolerated.
- D) Take all necessary precautions to maintain a safe environment.

FIRE

In case of fire, your responsibility is to protect yourself by leaving the building in a calm, orderly manner. The emergency Evacuation Route is posted near all exit doors. Know the evacuation route, and where fire extinguishers are located throughout the building.

STUDENT DEVELOPMENT SYSTEM

When a student is in non-compliance with Federico Beauty Institute policies as outlined in this catalog, a referral slip may be written by a staff member. The referral slip is then submitted to the Educational Systems Manager (ESM). The ESM must review the documented non-compliance assessing its validity, conduct a student development meeting, and apply the proper disciplinary action.

Non-compliance issues are categorized in a three tiered system:

Clock Outs are non-disciplinary, noncompliance issues where the student is considered unprepared for class and simply sent home for the day.

Infractions are simple noncompliance issues such as cell phone usage or improper sanitation, etc.

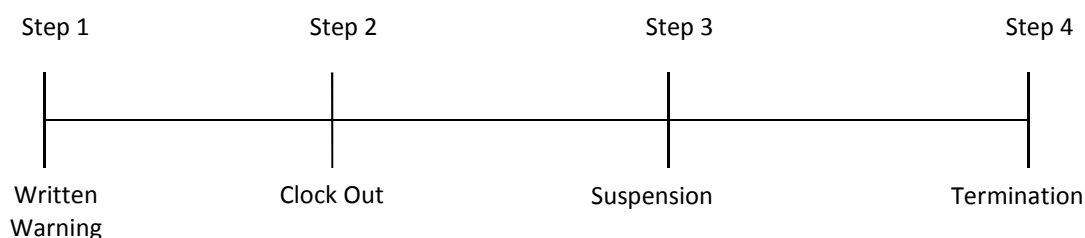
Violations are other noncompliance issues and are categorized into three separate levels according to severity.

Clock-Outs: Non-disciplinary

CO1 - Non-compliance with Dress Code Policy

CO2 - Failure to have necessary supplies

Infractions: Four step disciplinary process



Code of Infractions

I1 - Cell phone & Electronic Devices

I2 - Lack of Professionalism (Excessive noise, classroom disturbance w/o malicious intent)

I3 - Non-Compliance with service protocol

I4 - Lack of Applied Effort

I5 - Non-Compliance with Housekeeping/Sanitation Protocols

I6 - Non-Compliance with Attendance Protocols (calling into registrar, early dismissal process, timely breaks and lunches)

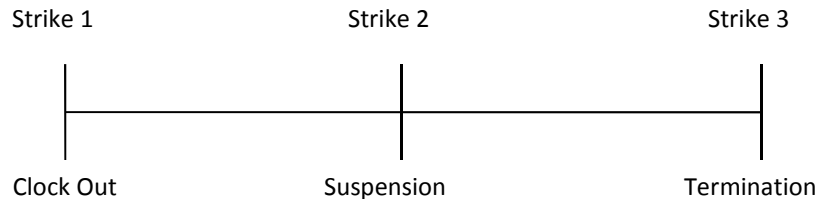
I7 - Not clocked out for break/lunch (on-campus): Infraction + Time Deduction

I8 - Non-compliance with personal service policy

I9 - Non-compliance with educator directives

Violations: Three strike system (clock-out, suspension, termination) with three categories (severity levels)

- Category 1 – Counts as one strike
- Category 2 – Counts as two strikes
- Category 3 – Counts as three strikes



Category 1:

V1.1 - Clocked in, not on campus

V1.2 - Lack of professionalism (malicious intent, non-violent, non-threatening or egregious lack of customer service)

V1.3 - Refusal of service

Category 2:

V2.1 – Cheating

V2.2 – Forgery; Falsification of credit or hours

V2.3 - Lack of Professionalism (malicious intent, violent, threatening behavior, abusive language)

Category 3:

V3.1 - Weapon possession

V3.2 - Theft

V3.3 - Physical Assault

V3.4 - Under the Influence

If two or more infractions/violations are referenced on the same referral slip, applicable sanction of highest consequence will be imposed.

ETHICS

At Federico Beauty Institute, we place a high value on the integrity and good judgment of every individual associated with the school. Any deviation from high ethical standards can bring discredit not only to the school but to the industry as a whole. We expect every student to exercise discretion and professionalism at all times. Clients, staff members and fellow students must be treated with respect and courtesy. Please keep the school's best interest in mind at all times. Conversation topics should be limited to Professional subjects and not include: Religion, Politics, Sex and Personal problems.

The school positively reserves the right to take disciplinary actions, up to and including termination of student status, against students who gossips, uses vulgar language, engages in bullying behavior, or causes any other type of discord. Respect must be shown at all times towards peers, customers and staff.

CONDUCT AND DISCIPLINE

It is expected that all Federico students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of learning. It is also expected that all students who enroll at Federico's are willing to assume the responsibilities of citizenship within the student body. Association by such a student is voluntary, and student may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to school policies, rules and regulations that include the prerogative of dismissing those whose conduct is unfavorable to the aims of an institution of higher education.

COMPLIANCE

Students must comply with all instructions, directives, and orders given by the school personnel relative to school activities. Also students must comply with the school's Standards of Performance, Policies and Procedures and State Rules and Regulations

TERMINATION

Termination of a student is defined as no longer receiving credit, whether by the student's voluntary withdrawal, dismissal by the school as disciplinary action or failure to meet school regulations and financial requirements.

A student will be considered terminated under the following conditions:

- A student in non-attendance who has not notified the school, verbally or in writing of their intent to drop, shall be terminated from their program 14 days after the last day of physical attendance.
- Advancement to Termination of Enrollment in accordance with the Student Development System.
- Non-payment of tuition according to the tuition schedule in the Enrollment Agreement.
- Unsatisfactory attendance preceded by reprimand, probation and suspension.
- Failure to maintain a 75% grade average on both written exams and practical applications.
- Misrepresentation of personal information on contracts or documents.
- Non-completion of the program within 1.2 times the maximum time frame of the program.

CAREER ADVISEMENT

Students are counseled individually, as often as necessary. Advisement takes place as part of the satisfactory progress review as scheduled for each student period of enrollment. Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily advisement carried out by the instructors and supervisor. Students may request additional advisement sessions at any time. Often the school is in a position to help a student with personal or business problems. We will be happy to discuss them with you by appointment on an individual basis. Students are encouraged to come to us with problems or questions which may affect their performance in school. Advice on course selection and vocational goals is provided to all students before enrolling in school, and at any subsequent time. Should your problem arise in the following areas, seek out the appropriate person/department:

Curriculum	Director of Education
Personal Finances	Financial Aid Officer
Student ideas to better the school	Student Council

GRIEVANCE PROCEDURE

If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, our Education Systems Manager 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 Administration Office. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This produces more positive results, rapid action/reaction and consistency. Any serious grievances must be in writing and described in detail regarding any allegation that may be affecting one's education. The grievance must be submitted within (5) five business days to the Education Systems Manager from the date that the incident occurred. The Education Systems Manager will evaluate the grievance within 5-10 business days and submit a written response back to the student. Should the student disagree with the decision of the Education Systems Manager, an appeal must be filed within 5-10 business days. The committee should provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. If the organization is unable to assist you in this matter, seek the Bureau for Private Postsecondary Education, 1625 North Market Blvd, Ste. 202, Sacramento, CA 95834. Also see notice of Student Rights.

RECEPTION DESK

The school reception desk is typically a gathering place for students. Unfortunately, gathering at the desk disrupts clients entering the school and is a distraction to the receptionist. Only employees are allowed behind the reception desk. Appointments are to be made by the reception manager or designated staff member. Personnel must follow this procedure to insure consistency and professionalism.

LAST CLINIC APPOINTMENT TAKEN

The last appointment taken should reflect the normal total time needed to complete the full service.

DISPENSING OF EQUIPMENT AND MATERIALS

The dispensary is responsible for dispensing supplies to ensure inventory control. It will be necessary for the student to present the client work ticket before any supplies will be released. If a student is checking out an implement from the dispensary, they must provide their time card. Upon the return of the checked out items, the student time card will be returned.

SERVING THE PUBLIC

Students will be serving the public and must be courteous and pleasant. Students must take all appointments assigned to them after completing specific classes. Therefore they should be prepared with the necessary equipment needed to complete the service. For safety purposes, not to leave a client during a service while a chemical is processing, during a facial peel, or while an electrical apparatus is applied to the skin.

COSMETOLOGY SERVICE PROTOCOL

1. When students are called to the Reception desk for an appointment, a work ticket will be provided and indicate the type of service(s) their client has scheduled.
2. The student will greet the client in a professional manner and direct them to their station. The work ticket must be prominently displayed at the station.
3. Upon completing the consultation process, it may be necessary to consult with the floor instructor before the service begins or add services as deemed necessary.
4. The work ticket will be presented at the dispensary in order for product to be dispensed.
5. Throughout the service, educate the client about additional services may be required or retail products to maintain the quality of service.
6. Upon completion of the service, walk the client to the beauty boutique to finalize their transaction and purchase recommended retail products.

ESTHETICS SERVICE PROTOCOL

1. Appointment schedule for the day (as rotated by the Spa Coordinator) will be delivered to the senior esthetic classroom and to the dispensary by 12:30PM (FT Students) and 5:30PM (PT Students).
2. Esthetic's students can receive the key to the treatment room by leaving their badge at their dispensary up to 15 minutes before their scheduled appointment to allow for set up.
3. Once the client arrives, the front desk will check them in and print out their work ticket. The student will be paged to the reception desk, given the client's work ticket and a client consultation form.
4. The client is then escorted to the treatment room where the consultation is conducted and skin analyzed. Products to be used for the service are entered on the consultation form. The student then must have an instructor check product formulation and initial consultation form.
5. The completed consultation form is presented to dispensary for product disbursement.
6. Service is performed.
7. Upon completion of the service, the client is escorted to the beauty boutique to finalize their transaction and purchase recommended retail products. The client consultation form is given to the cashier.
8. Once the treatment room has been cleaned, the room key is returned to Dispensary Manager and the student's badge is returned. The spa coordinator will follow with a room inspection.

PERSONAL SERVICE CRITERIA

Students may receive personal services by observing the following criteria:

All Students:

- Maintain Satisfactory Progress.
- Perform P.D. test must be done 24 to 48 hours prior to appointment (if required).
- Credit will be given as modeling and the time allotted will be customary for the service given.
- Students must pay for all personal services. See personal service protocol and student price list.
- Proper Sanitation and State Board protocols must be followed.
- May receive personal services that are only in direct relation to his/her enrolled course. Example: Estheticians may not receive a manicure while clocked in.
- Graduating students can receive personal services the day of graduation provided they have completed all required operations and administrative exit procedures/paperwork.

Additional Criteria for AM Students:

- Personal Services are not permitted during the first week of a module.
- Personal services are not available during a student's first clinic floor module.
- Personal Services may be booked on Tuesday and Wednesday after 2pm. Student must be scheduled in studio classroom and sign up for service that morning.

Additional Criteria for PM Students

- Personal Services are allowed on scheduled homeroom nights after general assembly concludes.

PERSONAL SERVICE PROTOCOL

1. Student must have approval from studio room educator and clinic floor lead educator before scheduling personal service.
2. All personal services must be paid for in advance.
 - a. If a student is using their own products, or no products are required, he/she must pay the institutional usage fee at the bookstore. (Institutional usage fee does not include gloves, cotton, caps, etc... only water and towels.)
 - b. If a student will be using the school's product he/she must pay the student service price (See Student Price List). The dispensary will supply all products normally used during the course of the service.
 - c. The bookstore cashier will print a receipt and the student will bring this receipt to the reception desk to receive their colored work ticket.
3. The student must present the work ticket and receipt to dispensary before any product will be given. The work ticket and accompanying receipt must be present on the student's workstation while work is being done.

STUDENT PRICE LIST

To enhance one's creativity, we encourage our students to discover new techniques and experiment with different professional products. It is reasonable to understand, however, that Federico Beauty Institute cannot carry or supply all products sold on the professional market. **Therefore, any student wishing to supply their own product for a service will incur an institutional usage fee of \$1.00* to cover overhead costs (towels, water, electricity).** Remember, this option of supplying one's own product only applies to students' personal services. Clients and student's models must use product supplied by the school. **The costs given below include the use of school products to complete the service.**

HAIRCUTS **\$2.00**

Ladies, Men's, Fringe/Burns/Beards

STYLING **\$2.00**

Roller set, Updos, Air Form, Air Form & Iron Work,

Blow Dry/Flat Iron, Blow Dry Press or Curl,

Blow Dry Press & Curl, Retouch Curl on Existing Style

Extensions

Hair Bling (up to 5 strands) **\$2.50**

Hair Feathers (up to 3 feathers) **\$7.50**

Wrap Only, Wraps and Molding (scalp twist, fingerwaves, etc.) **\$3.00**

HAIR COLOR

Coloring Service:	Includes:	Price
Overlay Gloss	Up to 4 oz. of Colorshines, 2 oz. Performance Plus, 1 pair gloves	\$7.00
Overlay Gloss-Colura		
One Process Color,	Up to 2 oz. of color, up to 4 oz. of developer, 2 oz. Performance Plus, protective cream, disposable gloves, foil	\$9.00
Corrective Color Process,		
Creative Color		
Additional Charge (hair color)	Up to 2 additional oz. color and 4 additional oz. developer	\$7.00
Full Highlights, Partial Highlights, Lightener	Up to 4 oz. of bleach with developer, 2 oz. Performance Plus, protective cream, disposable gloves, foil	\$7.00
Additional Charge (bleach)	Up to 4 additional oz. bleach with developer	\$5.00

TEXTURIZING

Perm, Partial Perm, Creative Design Perm **\$10.00 per box**

Anti-Curl, Retouch Anti-Curl, Relax and Curl, Retouch **\$10.00 per Application**
 Relax and Curl **(One application is 1½ of standard tint bowl)**

HAIR TREATMENTS

Nourishing Extreme	\$17.50
Nourishing	\$15.00
Energizing, Detoxifying Experience	\$12.50
Purifying, Well-Being, Restructuring, Midollo Di Bamboo Cold Reconstruction, Midollo Di Bamboo Cold Cauterization, Midollo Di Bamboo Thermal Reconstruction, Midollo Di Bamboo Thermal Cauterization	\$10.00
Semi Di Lino Gold, Semi Di Lino Crystal Shine, Semi Di Lino Vitality	
Royal Jelly	\$9.00
Design Essentials, Enjoy Treatment	\$6.00
Hairbuilding Pak, Nou-nou Pak, Dandruff Treatment	\$3.50
Scientific Brushing	\$2.00

SKIN

All Things Pure Facial	\$5.00
Fast Results Facial	\$4.50
Bioelements Facial	\$5.00
Calmitude Facial for Sensistive Skin	\$5.00
Oxygenation Facial	\$6.50
Pumice Peel	\$6.50
Viatmineral Power Facial	\$6.50
Destressing Back Treatment	\$10.00
Age Management Skin Care Facial	\$6.50
Antioxidant Facial	\$6.50
Hyperpigmentation Facial	\$6.50
Rosacea Facial	\$6.50
Acne Clearing Treatment	\$16.00
Acne Management Skin Care Facial	\$16.00
Acne Management Sal-X 20%	\$11.00
Active AHA Exfoliation	\$11.00
Lactic Acid Peel	\$11.00
Microdermabrasion	\$15.00
Microdermabrasion Décolleté	\$15.00

ADD-ON ENHANCEMENT TREATMENTS

Additional Massage	\$1.00
Flaxx C Anti-aging Mask	\$3.00
Lip Conditioning Treatment	\$3.00
Multi Task Eye Mask	\$3.00
V-Neck Firming Mask	\$3.00

APPLICATIONS AND TOUCH-UPS

Brow Tinting, Lash Tinting	\$3.00
Day Make-up Application	\$2.00
Night Make-up Application	\$3.00
Strip Eyelash Application, Individual Eyelash Application	\$5.00

BODY TREATMENT

	DRY	VICHEY/CAPSULE
Body Polisher	\$5.00	\$7.00
Herbology Body Retexturizer	\$5.50	\$7.00
Solar Bronzing Treatment	\$18.00	-----
Air Brush Tanning	\$5.00	-----
Sea Renewal Wrap	\$11.00	\$15.00
Swedish Miracle	-----	\$19.50

WAXING SERVICES

Tweezing Eye Brow	\$2.00
Eye Brows	\$2.00
Lip	\$2.00
Cheek	\$2.00
Chin	\$2.00
Full Face (No Brows)	\$6.00
Chest or Back	\$10.00
Full Arm	\$6.00
Half Arm	\$4.00
Stomach	\$4.00
Under Arm	\$3.00
Bikini	\$2.00
Full leg	\$10.00
Half Leg	\$6.00

NAILS

Classic Manicure	\$6.50
Spa Manicure	\$7.50
Classic Pedicure	\$8.00
Spa Pedicure	\$13.00
Paraffin Hands or Feet	\$6.00
* INSTITUTIONAL USAGE FEE (incurred only when no other price applied)	\$1.00

TIME ALLOTTED AND CREDITS GIVEN FOR CLINIC SERVICES

Credits given will also apply to mannequin work, but it is based on the completeness of the style.

All service times include a 15 minute consultation

Hair Services	Time Allotted	Credits Awarded
Haircut – Ladies	1 hr. 30 min	1 HC, 1 Thermal
Haircut – Men’s	1 hr.	1 HC
Haircut – Child	1 hr.	1 HC
Fringe/Burns/Beards	30 min	1 HC
Roller set/Comb out	1 hr. 30 min	1 Wet Hairstyling
Updo	1 hr.	1 Wet Hairstyling per hr.
Air Form	45 min.	1 Thermal
Air Form & Iron Work	1 hr.	2 Thermal
Blow Dry/Flat Iron	2 hrs.	2 Thermal
Blow Dry Press or Curl	2 hrs.	2 Thermal
Blow Dry Press & Curl	2 hrs. 30 min	1 Press and Curl, 1 Thermal
Retouch Curl on Existing Style	30 min	1 Thermal
Bonding Tracks	2 hrs.	1 Wet Hairstyling per Hr.
State Board Wet Set*	20 min	1 Wet Hairstyling
Pin Curl Set*	1 hr.	1 Wet Hairstyling
Wrap & Comb out	30 min	1 Wet Hairstyling

Hair Color Services	Time Allotted	Credits Awarded
Overlay Gloss	1 hr.	1 Color, 1 Thermal
One Process	2 hrs.	1 Color, 1 Thermal
Partial Highlights	2 hrs.	1 Color, 1 Thermal
Full Highlights	3 hrs.	1 Color, 1 Thermal
Corrective Color Process	5 hrs.	1 Color, 1 Thermal
Lightener	3 hrs. 30 min	1 Bleach, 1 Color
Toner	1 hr.	1 Color
PD Test & Color consultation	15 min	1 color
Pd Test	15min	1 color
Strand Test	45 min	1 color

Texturizing	Time Allotted	Credits Awarded
Perm	3 hr. 45 min	PW (Based on Hair Length), 1 HC, 1Thermal or Wet H/S
Partial Perm	1 hr. 30 min	PW (Based on Hair Length), 1 HC, 1Thermal or Wet H/S
Creative Design Perm	3 hrs.	PW (Based on Hair Length), 1 HC,1 Thermal or Wet H/S
Anti-Curl (relaxer)	3 hrs.	1 Chem. Straight, 1 HC, 1 Thermal or Wet Hairstyling

Retouch Anti-Curl	3 hrs.	1 Chem. Straight, 1 HC, 1 Thermal or Wet Hairstyling
Relax & Curl	3 hrs.	1 Chem. Straight, 1 PW, 1 HC, 1 Thermal or Wet H/S
Retouch Relax & Curl	3 hrs.	1 Chem. Straight
Test Strand (straight or curly)	45 min	1PW or 1 CS

Spa Hair Treatments	Time Allotted	Credits Awarded
Scientific Brushing	45 min	1 Scalp & Hair Trt
Nourishing	1 hr.	1 Scalp & Hair Trt
Nourishing Extreme	1 hr.	1 Scalp & Hair Trt
Energizing	1 hr.	1 Scalp & Hair Trt
Rebalancing	1 hr.	1 Scalp & Hair Trt
Purifying	1 hr.	1 Scalp & Hair Trt
Well-being	1 hr.	1 Scalp & Hair Trt
Hairbuilding Pak	30 min	1 Scalp & Hair Trt
Nou-nou Pak	30 min	1 Scalp & Hair Trt
Royal Jelly	30 min	1 Scalp & Hair Trt
Design Essentials	30 min	1 Scalp & Hair Trt

Skin Care Services	Time Allotted	Credits Awarded
All Things Pure Facial	1 hr. 15 min	1 man, 1 elec Facial
Fast Results Facial	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Biolements Facial	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Calmitude Facial for Sensitive Skin	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Destressing Back Treatment	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Oxygenation Facial	1 hr. 15 min	1 man, 1 chem, 2 elec Facial
Pumice Peel	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Vitamineral Power Facial	1 hr. 15 min	1 man, 2 chem, 1 elec Facial
Age Management Skin Care Facial	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Antioxidant Facial	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Hyperpigmentation Facial	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Rosacea Facial	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Acne Clearing Treatment	1 hr. 15 min	1 man, 1 chem, 1 elec Facial
Acne Management Skin Care Facial	1 hr. 15 min	1 man, 2 chem, 1 elec Facial
Acne Management Sal-X 20%	1 hr. 15 min	1 man, 2 chem, 1 elec Facial
Active AHA Exfoliation	1 hr. 15 min	1 man, 2 chem, 1 elec Facial
Lactic Acid Peel	1 hr. 15 min	1 man, 2 chem, 1 elec Facial
Microdermabrasion	1 hr. 15 min	1 man, 2 elec Facial
Microdermabrasion Décolleté	30 min	1 man, 2 elec Facial
Facial Massage	15 min	1 Manual Facial

Flaxx C Anti-aging Mask	15 min	1 man, 1 chem Facial
Lip Conditioning Treatment	15 min	1 Manual Facial
Multi Task Eye Mask	15 min	1 Manual Facial
V-Neck Firming Mask	15 min	1 Manual Facial
Glycolic Acid PD Test	15 min	1 Chemical Facial

Body Services	Time Allotted	Credits Awarded
Body Polisher (Dry)	1 hr. 15 min	3 chem Facial
Body Polisher (Vichy)	1 hr. 30 min	3 chem, 1 elec Facial
Body Polisher (Spa Capsule)	1 hr. 45 min	3 chem, 1 elec Facial
Herbology Body Retexturizer (Dry)	1 hr. 15 min	3 chem Facial
Herbology Body Retexturizer (Vichy)	1 hr. 30 min	3 chem, 1 elec Facial
Solar Body Bronzing Treatment	1 hr. 15 min	3 chem Facial
Air Brush Tanning	45min	3 chem, 2 elec Facial
Swedish Miracle Body Wrap	2 hrs.	3 chem, 2 Elec Facial
Additional Spa Capsule (20min)	30 min	1 Electric Facial

Waxing Services	Time Allotted	Wax/Hair Removal Ops
Lip	30 min	1
Chin	30 min	1
Eye Brows	30 min	1
Cheek	30 min	1
Full Face	45 min	3
Underarm	30 min	2
Half Arm	30 min	2
Full Arm	1 hr.	4
Stomach	30 min	2
Bikini	45 min	3
Half Legs	45 min	3
Full Legs	1 hr. 30 min	6
Chest or Back	1 hr.	3

Applications and Touch Ups	Time Allotted	Credits Awarded
Polish Change	15 min	1 Water/Oil Mani or 1 Pedicure
Day Make up Application	45 min	1 Make-up
Night Make-up Application	1 hr. 15 min	1 Make-up
Brow Tint	30 min	1 Make-up
Lash Tint	30 min	1 Make-up
Eye Brow Tweezing	30 min	1 Arch/HR (Cosmo) 1 Tweeze (Esth)

Eyelash Application	30 min	1 Make-up
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Manicure/Pedicure Services	Time Allotted	Credits Awarded
Classic Manicure	45 min	1 Water/Oil Mani
Spa Manicure	1 hr. 15 min	3 Water/ Oil Mani
French Manicure	1 hr. 30 min	2 Water/ Oil Mani
Classic Pedicure	1 hr.	1 Pedicure
Shellac	30 min	1 Water/Oil Mani
Shellac Removal	30 min	1 Water/Oil Mani
Spa Pedicure	1 hr. 45 min	2 Pedicures
Paraffin Hands Or Feet	15 min	1 Pedi or 1 Water/Oil Mani

Variable Credit for Hair Length

Hair Reaches mid back (bra strap)	3 credits
Hair Reaches Waste	4 Credits

State Board Procedures

1) Must follow performance criteria
2) Timing to be within State Board time specifications (20 minutes per operation)
3) Instructor must initial each credit

VISITORS

For safety reasons, no visitors are permitted in the classroom or on the clinic floor unless approved by the educator

GUM CHEWING

Gum chewing is not permitted while performing a clinic service. It doesn't look or sound professional to service a client while chewing gum.

TELEPHONE CALLS

Messages will be taken for incoming calls in emergencies only. School phones may not be used for personal calls.

SMOKING

No smoking is allowed in the school. Smoking is only allowed behind the building, at least 20 feet from any entry door. A student must be clocked out when taking a smoking break.

MEDICATION

All students must inform the Director of Education of all medication ingested during business hours. This includes prescription medication.

NON-DISCRIMINATION AND ACCOMMODATION POLICY

Federico Beauty Institute does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Director of Compliance. You may request academic adjustments or auxiliary aids at any time. The Director of Compliance is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in

paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program.

Requests for an Accommodation or Auxiliary Aid or Service

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Director of Compliance in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Director of Compliance in the following ways:

Telephone: (916) 929-4242 x211

Email: compliance@federico.edu

Mail: Attn: Dir. Of Compliance, Federico Beauty Institute, 1515 Sports Drive, Sacramento, CA 95834

- The Director of Compliance will respond within two weeks of receiving the request.

- If you would like to appeal the decision regarding your request, please contact the President of Federico Beauty Institute with all the previously requested information. Appeals must be submitted within one week of the date of the Director of Compliance's response.

Grievance Procedure Regarding an Accommodation or Auxiliary Aid or Service

Any person with a grievance related to discrimination, including requests for academic adjustments, auxiliary aids and services, and requests for accommodation under Title III of the Americans with Disabilities Act should please follow the following procedure:

- Notify the Director of Compliance in writing of your grievance, any supporting material that explains your grievance, and the accommodation, academic adjustment or auxiliary aid that will satisfactorily address your grievance. You may contact the Director of Compliance in the following ways:

Telephone: (916) 929-4242 x211

Email: compliance@federico.edu

Mail: Attn: Dir. Of Compliance, Federico Beauty Institute, 1515 Sports Drive, Sacramento, CA 95834

- The Director of Compliance will respond within two weeks of receiving the request.

- If you would like to appeal the decision regarding your request, please contact the President of Federico Beauty Institute with all the previously requested information. Appeals must be submitted within one week of the date of the decision. The President will also respond within two weeks of receiving the request.

UNDER THE INFLUENCE

Any student who possesses or who is determined to be under the influence of alcohol while on the school premises or attending a school related function, will be subject to termination.

WEAPONS

Any student who possesses or uses a weapon while at school will be subject to termination.

PARKING

Students are to park in the student parking lot or other designated areas as assigned by the school. **Students are not allowed to park in the small client lot in front of the building or in the designated staff parking area behind the school.**

MODELS

A student may be required to perform work on a model for completion of an academic module. In this case, the educator will give the student a minimum five day notice and the model will be charged at student pricing. Failure to bring in a model will adversely affect the student's grade. There may also be times where students are allowed to bring in models while scheduled on the clinic floor. During these times, models will receive 50% off the regular service price.

At other times, a student may be required to act as a model for a fellow student as part of their learning experience. If a student has a medical condition that prohibits them from receiving a particular service, they must submit supporting documentation from a certified physician prior to the affected practical assignment. Abstaining from required practical work without proper documentation constitutes a failure of applied effort and the student will be clocked out for the day.

Students are allowed to submit a list of friends of family to receive a 50% discount. Cosmetologists may submit up to five names prior to being placed on the clinic floor for the first time. Esthetics students may submit two names prior to phase three of their education. The discount will apply only to services booked with that particular student Tuesday through Friday. This cannot be combined with any other offers.

USE OF SCHOOL PRODUCTS

Professional products/material are supplied by the school for use on paying clients. Student must present client work ticket to receive product(s). This process will assist in the student's learning experience.

STUDENT SUPPLIES AND MATERIALS

The student is expected to supply all tools and materials needed for their learning experience, except products for paying clients. (See use of school products/materials) In order to charge to their bookstore account, students must present their Student ID badge. As a Pivot Point member school all cosmetology students must purchase a full set of Pivot Point books.

RESOURCE MATERIALS AVAILABLE

Students have access to a library of written resources located in our student store. Pivot Point on-line learning is available to students through free public WIFI. Computer terminals are also available in our studio classroom for State Board testing and internet access.

STUDENT CHARGES OF BOOKS & EQUIPMENT

Students will be able to charge for specific items needed for his/her training program. The school will provide a selected list of items (purchase orders) for the specific educational module/cycle that a student will be entering. Additional items students choose to purchase on account are their sole financial responsibility. If the bookstore account limits are exceeded, even more required supplies are to be purchased, students may be required to pay cash if no further financial aid assistance is available. If a student is not making satisfactory progress, he/she will not be able to charge, but the student is still required to have all materials needed for his/her class.

PRODUCT RETURNS

Tender will be refunded in the same manner as which it was originally purchased (i.e. cash purchase=cash refund, student account purchase= student account credit)* provided the refund falls within the following parameters:

- **Retail Products (non-electrical):** 30 Days with original receipt.
- **Unused Kit Items:** Must be returned within one week of completion of the module for which the supplies were purchased. The items must have been required on that module's purchase order. Items must be accompanied by original receipt.

- **Electrical Tools:** 3 Days with original receipt.
- **Damaged Product (non-electrical):** 5 Days with original receipt. The product will be exchanged with stocked inventory if possible.
 - Be sure to carefully inspect all items after purchasing.
 - All product returns must be approved by the manager on duty.

* Store Credit will be given for items purchased by check.

EQUIPMENT AND BELONGINGS

Each student is responsible for his/her personal belongings and materials. A locker or storage units are provided for this reason. All bottles and containers must be labeled to identify contents. The school reserves the right to inspect lockers at any time. Students may not borrow equipment from one another, and they are responsible for the return of school materials and equipment loaned to them. Any equipment/supplies borrowed from the school not returned in proper working order will be charged at Federico cost plus 10% shipping on their Federico charge account. Satchels and rollabouts are allowed but they are subjected to on the spot inspection along with the student tool kit. Any rollabout or rolling duffel purchased outside of the student bookstore must be black in color. Rollabouts cannot be more than 36 inches tall and duffels must not exceed 24”long by 18”wide by 12”tall. Personal kit belongings must be removed from the school no later than 30 days from the students last day of attendance. No written notice will be given.

STUDENT SERVICES

The Student Service Coordinator provides the following: job placement assistance, externship, field trip opportunities, school outings, guest speakers, advanced training and community service events.

FIELD TRIP PARTICIPATION*

The management of Federico Beauty Institute believes that outside education and exposure to our industry is a vital part of our students’ development. In accordance with this belief, Federico Beauty Institute awards hours for attending trade shows and other educational events. The Guidelines for administering field trip credit are as follows:

Total Field Trip Hours Allowed:

Cosmetologists:	50 hours
Estheticians:	20 hours

Trade shows fall under one of two categories: Federico Beauty Institute Sanctioned Events, and Non-Sanctioned Events.

Sanctioned Events

These are events that Federico Beauty Institute supports and will have a designated representative in attendance. Generally speaking, these are the larger and more recognized shows. Examples of these shows include Hair World, ISSE (ICE) and Las Vegas Esthetics Conference.

Credit given for sanctioned events will be four hours per day of attendance. Student must complete ‘ft-1’ form for credit. This form designates a time and place to meet Federico Beauty Institute Representative at the show. Completed ‘ft-1’ form must be turned in with timecard by close of business Saturday of week following the event (see time card policy “Additional Instructions/Guidelines for Clocking in and out”)

In the rare event that a sanctioned show falls on a scheduled school day, a student may receive up to their regular scheduled hours if that exceeds four hours. Example: A full time student attending Hair World on Tuesday is eligible to receive their full 7.5 hours. In this case student must sign in and out at designated times to receive full hours.

Non-Sanctioned Events

These are the smaller shows that Federico Beauty Institute does not actively support. If a student wishes to receive credit for an upcoming show that Federico Beauty Institute has not sanctioned, they should fill out a 'ft-2' form and return to administration office minimum two weeks before show date. The 'ft-2' form identifies the show name, date, and location and requires Director of Education approval.

Once the show is approved, students will be able to receive a maximum of two hours for attending. (If show is only one hour in duration, only one hour will be awarded).

To receive credit, student must submit proof of ticket purchase and a ½ page (200 word) reaction paper. The paper should describe the student's reaction (thoughts, response) to the event. This paper must be turned in within one week of attending the event.

SCHOOL CHAPERONED EVENTS

Federico Beauty Institute provides students with the opportunity to travel to industry related events with advanced education. If eligible, students may be able to utilize financial aid to fund these trips, upon administration approval. Student participation is subject to administrative approval. Students who are selected must uphold Federico Beauty Institute standards of ethics and professionalism.

FEDERICO BEAUTY INSTITUTE OUTINGS*

These are events where students volunteer to represent Federico Beauty Institute in the public. Examples of these events have included Day in the Zone concert, Girl Scouts event at The Power Balance Pavilion, St. Francis Fashion Show, and local high school career days.

Hours awarded for assisting on an outing will be consistent with actual hours worked at the event. These hours **do not** count against the maximum allowable field trip hours, and an unlimited number of outing hours can be earned.

Often, more students express interest in representing the school on an outing than Federico Beauty Institute has space for. In such cases the following criteria for selecting student will be followed.

- 1) Student must not have been advanced to step 2, step 3, strike 1, or strike 2 of the student development system within 30 calendar days prior to outing. Once a student has had their enrollment terminated through advancement through the SDS, they are permanently ineligible to represent Federico Beauty Institute on an outing.
- 2) As most events occur on Saturdays when PM students are ineligible to attend, in an effort of equitability 50% of available slots for events falling on Sunday or Monday will be allocated to PM students.
- 3) Eligible students will be prioritized according to a composite attendance score determined as follows: Overall Attendance Percentage + Attendance Percentage over previous 30 calendar days.
- 4) Student must sign extracurricular activity agreement.

To receive hours for attending a Federico outing, a student must turn in a completed Student Activity Agreement with their start and finish time signed off by Federico Beauty Institute representative.

INTERNAL ADVANCED EDUCATION*

These are classes that Federico Beauty Institute offers to its students outside of their normal schedule. There may or may not be a fee associated with the class. These classes may or may not count as hours towards a student's education (as determined by Administration). Federico Beauty Institute will notify students how many (if any) hours will be given for the education when internally promoting the event/class. These are not considered "field trip" hours and **do not** count towards the maximum field trip hours allowed.

** While hours earned outside of a student's regular schedule do reduce the number of hours needed to graduate, students must complete all prescribed courses in their curriculum before proof of training is awarded (i.e. an esthetics student cannot graduate until they have completed their State Board class).*

EXTERNAL ADVANCED EDUCATION*

Federico Beauty Institute may recognize and award hours for education provided by its manufacturer partners. If awarded, hours are earned hour for hour and **do** count towards maximum field trip hours allowed. Recognized educational opportunities will be posted by the Student Services Coordinator. Students must register with the Student Services Coordinator to attending the class to be eligible for earning credit. Any required documentation must be submitted with weekly timecard (see time card policy)

ADVANCED TRAINING CLASSES/ SALON WORKSHOPS

Periodically, Federico Beauty Institute will offer special, advanced training classes to our students. These include hands on classes instructed by representatives from area salons and advanced technical training that can be delivered at or outside of Federico Beauty Institute. The process for selecting which students are to participate is as follows:

- 1) A signup sheet for the class/workshop will be posted on the Student Events Board located outside of homeroom classroom. A deadline for signing up will be given.
- 2) Once the sign up cut-off time elapses, participants for the class will be selected according to the following criteria.
 - a) Total number of students allowed in class is determined by salon conducting workshop. The class/workshop host reserves the right to add any further selection criteria (including giving priority to senior students)
 - b) Students must be scheduled for "clinic floor" during time of workshop. If a student is placed in remedial class during time of workshop, they lose eligibility for the class.
 - c) Student must be in Satisfactory Progress.
 - d) Student must not have been advanced to step 2, step 3, strike 1, or strike 2 of the student development system within 30 calendar days prior to outing. Once a student has had their enrollment terminated through advancement through the SDS, they are ineligible to participate in the class.
 - e) Students meeting the above criteria will be selected according to best attendance percentage in the previous 30 days.
 - f) If there are any open spaces left in the class/workshop, interested students on Academic Probation will be selected according to best attendance percentage in the previous 30 days.

STUDENT COMMITTEES

Federico Beauty Institute recognizes that are industry is continually evolving. In order to meet changing the needs and interests of our student body, Federico Beauty Institute has created the student advisory committee. The student advisory committee is a chance for students to express ideas and concerns relevant to their education. The student advisory committee is the chance for students to participate and help initiate change at Federico Beauty Institute. The student advisory committee of Federico Beauty Institute enhances the student experience through the development and orchestration of educational activities. The council also serves as the informational conduit between students and administration.

STUDENT AMBASSADOR PROGRAM

Occasionally the school needs exemplary students to act as representatives at events, career/job fairs and special activities. These events will be noted as Student Ambassador Program events. The process to participate is as follows:

- 1) A student interested in the program must submit a one page essay advocating the qualities and attributes they possess that would make them an ideal Student Ambassador.
- 2) All essays will be held in a file by the Student Services Coordinator. This file will be reviewed when spots in the program become available (at minimum once/quarter).
- 3) Students who are not maintaining Satisfactory Academic Progress or have been advanced to step 2 or above (including any violation) of the Student Development System are ineligible to participate in the Ambassador Program.
- 4) All eligible students will be evaluated by three Federico Beauty Institute staff members (a classroom educator, a clinic floor educator or receptionist, and an administrative staff member). The essay will be reviewed and the prospective ambassador will be scored on a scale of one (poor) to five (excellent) by each evaluator in the following areas: Essay, Attitude, Professionalism, Ability to Follow Direction, Quality of Work, Speed of Work, Customer Service Skills, Interpersonal Skills, Reflects Look of Industry.
- 5) A student must receive a composite average score of 4.0 or above to qualify for the Ambassador Program.
- 6) Open Ambassador spots will be filled by qualified students in order of highest score. Students accepted into the program will be awarded a "Student Ambassador" T-shirt which they must wear when representing the school at designated events.

Student Ambassadors will be representing the school as an extended staff member and should always display professionalism, respect, and courtesy and reflect the look of our industry. These students should have good relationships with their peers, staff members and school clients.

Ambassadors will be chosen for events based on a rotation and qualifications needed to participate in each event/activity. If at any time a student exhibits behavior that does not correspond with the professional ethics guidelines of the program and/or school, he/she will be dismissed from the Ambassador Program immediately.

S.T.A.R. PROGRAM (STUDENTS WITH TOP ATTENDANCE AND RETAIL)

The S.T.A.R. Program is a way to recognize exemplary students by making them stand out within the student body. Those students who fall into the category of the S.T.A.R. program will be gifted a gold apron designating STAR student status. Upon graduation these students will also receive a certificate to recognize this achievement.

In order for a student to be a part of the S.T.A.R. program the student must maintain the following criteria:

Esthetics Student:

- 95% cumulative attendance
- Retail sales of 6 pieces totaling \$125.00 or more.
- Retail and attendance will be reviewed by the Registrar and the Director of Operations after Phase 3.

Cosmetology Student:

- 95% cumulative attendance
- Retail sales of 20 pieces totaling \$200.00 or more.
- Retail and attendance will be reviewed by the Registrar and the Director of Operations after completion of final scheduled class (does not include State Board Prep class for PM students).

EXTERNSHIP REQUIREMENTS

Students must meet the following requirements to participate in Federico Beauty Institute's Externship program.

- A) Cosmetologists must have completed a minimum of 960 hours and sixty percent of the technical instruction required for course completion. Estheticians must have completed a minimum of 450 hours and sixty percent of the technical instruction required for course completion.
- B) A student cannot earn more than 10% of their contracted hours while externing.
- C) Must be maintaining Satisfactory Progress. If a student is placed on Academic Probation, he/she must achieve a minimum 85% attendance level over thirty days prior to extern assignment.
- D) Must have demonstrated positive conduct and interpersonal relations with school clients and fellow students.
- E) Must have always maintained applied effort while in school.
- F) The student is not allowed to exceed their regularly scheduled hours while at the salon.
- G) If a student fails to conduct themselves in a professional manner while externing, the student will no longer be eligible to participate in the program.
- H) Student must not have been advanced to step 2, step 3, strike 1, or strike 2 of the student development system within 30 calendar days prior to extern assignment. Once a student has had their enrollment terminated through advancement through the SDS, they are permanently ineligible to participate in the externship program.
- I) **Students are responsible to return the evaluation forms from the salon within two days of the externship date or no credit/hours will be given.**

** Students receiving Veteran's Assistance are not eligible for the externship program.*

STUDENT BENEFITS

Students maintaining satisfactory progress may receive the following benefits:

- In house discounts on retail products.
- Student prices on personal services and services booked outside of their scheduled hours.
- In house promotional contests.
- Participation in special school promotional events outside the school.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This institution expects all clock hour students to maintain Satisfactory Attendance and Academic Progress (SAP). All students are held to Satisfactory Progress Policy Standards regardless of their financial package. In order to maintain financial eligibility, a student must retain Satisfactory Progress. You will be evaluated on three criteria, (1) Attendance (must average at least 85% of **scheduled hours** of attendance), (2) Theory exam test grades and/or completed work projects, (3) Progress regarding your ability to perform required operations (practical skills) in a proficient manner. You will be evaluated based on the course in which you are enrolled. See Evaluations Periods. In order to maintain SAP as established by this institution a student must:

- 1) Maintain a cumulative academic average of 75% (C) or better at the end of each evaluation period. The grading must take into consideration grades obtain on exams for theory classes and

practical grades obtained by hands-on examinations.

- 2) Scheduled attendance is defined as the hours per week/month the student has contracted for on his/her enrollment agreement (contract). For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 25.5 hours per week ($0.85 \times 30 = 25.5$).

In order for a student to complete their course in 1.18 times the enrollment scheduled, they must maintain at a minimum an average of 85% of their scheduled enrollment per week/month.

A student must make contact with the school within 14 calendar days of last date of attendance. If contact is not made within 14 days, the student will be withdrawn. If contact is made within 14 days, the student may be absent up to 21 consecutive calendar days. Regardless of the average level of attendance, students who have three consecutive weeks of absences, (21 calendar days) will be dismissed.

In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance, tardiness and school rules and regulations. These policies are outlined in this school catalog.

The maximum time frame that a student is allowed to complete their educational program is no longer than 150% of their contracted course length. Leave of absences will extend contract length by the amount of time taken on the leave of absence. Time used on a leave of absence does not effect a student's missed time, and will not count against Satisfactory Academic Progress standards. Upon a student's return from leave of absence, he or she will maintain the same Satisfactory Academic Progress standing they had prior to taking a leave.

- 3) Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making Satisfactory Progress until the next evaluation.

EVALUATION PERIODS

All students must be in compliance with the Satisfactory Academic Progress policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing academic average or fails to successfully complete the clock hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame as published, the student will be placed in a Financial Aid Warning status. The student will be eligible for financial funds for one subsequent payment period.

If at the end of the payment period following the period after Financial Aid Warning Status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student would be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of their ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

For cosmetology course of 1600 clock hours:

Eval. Period	Evaluation Point (Actual Hours)	Maximum Possible Hours	Maximum Hours Missed
1	450	528.75	78.75
2	900	1058.85	158.85
3	1250	1470.62	220.62
4	1600	1882.4	282.4

For Esthetics course of 600 hours:

Eval. Period	Evaluation Point (Actual Hours)	Maximum Possible Hours	Maximum Hours Missed
1	300	352.95	52.95
2	600	700*	100

**An esthetician student who misses in excess of 100 hours will be withdrawn from school.*

SATISFACTORY PROGRESS

The following levels must be achieved for a student to be making "satisfactory progress" within our institution.

- A. An overall academic grade average of 75%.
- B. Must maintain an overall average of 85% in attendance*
- C. Adherence to all school policies.

UNSATISFACTORY PROGRESS

All students who fail to maintain satisfactory progress will be subject to the following restrictions (see Satisfactory Academic Progress Policy :

- A. No in house discounts will be honored.
- B. No charges will be allowed
- C. Personal service privilege is revoked.
- D. Title IV funding will be stopped.

FINANCIAL AID WARNING AND FINANCIAL AID PROBATION

Students who fail to meet the SAP attendance standards at any given evaluation point will be placed on **financial aid warning** during their next evaluation period. Students **remain** eligible to receive financial aid during financial aid warning and will be considered as making satisfactory progress during this period. Students who fail to meet SAP by the conclusion of financial aid warning will be deemed as not maintaining Satisfactory Progress and will be placed into **Financial Aid Probation**. At this time, the student will lose any remaining eligibility for student financial aid. The student is allowed to appeal this decision. If the appeal is accepted, the student will be still considered eligible for financial aid until their next evaluation. If the students appeal is denied, the student can be subject to termination. If allowed to continue enrollment after a denied appeal, the student must make payment arrangements with the school and may be subject to additional terms and conditions. Acceptance of additional terms and conditions may include waving one's right to appear before an appeal board. For the duration of probation, the student may lose the following privileges: Advanced training, personal services, in-house discounts, and the ability to charge items on student account). If the student regains satisfactory progress at their next evaluation, their financial aid will be reinstated.

APPEAL PROCEDURES:

Students who wish to appeal (Unsatisfactory Progress or Disciplinary Process) must submit a written request to Administration. The letter must be received within five days of being placed in unsatisfactory progress or after the student's enrollment has been terminated. This letter must describe any circumstances relating to the student's academic standing which the student believes deserve special consideration. This letter should also include valid contact information, in order for administration to respond to the appeal. The administration shall evaluate the appeal within a reasonable time-frame (no more than 10 business days) and notify the student in writing of the administration's decision. Administrative decision is final when appealing SAP. Should the student's termination appeal be denied, he or she may appear before an appeal board to present his or her case. If a student elects to appear before an appeal board, he/she consents to having their student file disclosed to the board. The student must contact the school within seven calendar days of the postmarked date on administration's response letter to schedule a time for an appeal hearing. The appeal board will be comprised of seven voting members (four students and three staff) and one non-voting facilitator. Each member of the appeal board must sign a confidentiality agreement.

The appeal hearing process will proceed as follows:

1. Student's file will be reviewed by facilitator.
2. Student will be given 15 minutes to present their case for continuation of enrollment. Any and all documentation supporting their case will be presented at this time. This includes time for Q&A by appeal board members.
3. The student will be dismissed from the proceeding.
4. A school representative will be given 15 minutes to present administration's case for termination of enrollment. This includes time for Q&A by appeal board members.
5. The school representative presenting administration's case will be dismissed from the proceeding.
6. Thirty minutes will be allowed for board discussion.
7. A written vote will be taken and counted by facilitator. The vote will be majority rules.
8. A letter of reinstatement with terms and conditions (if applicable) or a letter of denial will be both emailed and postal mailed to the student within one business day.

The decision of the committee shall be final.

If a student does not arrive for his/her appeal hearing within 15 minutes of the scheduled start time, they will be considered a "failure to appear" and lose any further recourse to appeal.

ADDITIONAL VA REQUIREMENTS*

Students receiving VA benefits are evaluated monthly and must maintain a 75% academic average or will be placed on academic probation for a maximum of two months. If at the end of the probation period the student's GPA remains below 75%, their VA benefits will be terminated.

Students receiving VA benefits must maintain a minimum attendance of 85% or will be placed on attendance probation for a maximum of two months. If at the end of the probation period the student's attendance remains below 85%, their VA benefits will be terminated.

Federico Beauty Institute is approved for the training of veterans and eligible persons under Title 38 of US Code.

**applies to Cosmetology and Esthetic students*

COURSE INCOMPLETE

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

NORMAL TIME

Federico Beauty Institute's Cosmetology and Esthetics courses are clock hour programs. Graduation dates are based on actual school attendance and are subject to change. The normal time calculations allow for an absence rate of 10% and all school observed holidays*.

Course	Required Hours	Months
Cosmetology Full-time	1600	59.4 weeks*
Cosmetology Part-time	1600	90.3 weeks*
Esthetics Full-Time	600	22.3 weeks*
Esthetics Part-Time	600	33.9 weeks*

*Normal time duration is an approximate based upon average observed holidays. See enrollment agreement for exact normal time end date.

LEAVE OF ABSENCE (LOA)

Federico Beauty Institute recognizes the need of a Leave of Absence when a medical condition, military commitment, or when the school administration deems that the student is unable to benefit from his/her education.

LOA CRITERIA

The LOA request must be completed and submitted to administration office (See LOA Procedures). Documentation must be secured from the attending physician.

Legitimate reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary caregiver; military duty; temporary disability; or a serious medical emergency.

- Federico Beauty Institute reserves the right to amend this policy case by case.
- All student discount privileges are revoked while on LOA.
- Except in the case of pregnancy, LOA's cannot exceed a total of 180 days.
- Except in the case of pregnancy, one LOA per 12 months may be allowed

Additional LOA's may be granted if the reason needed is a reasonable accommodation of a disability. Except in the case of pregnancy, all LOA's combined may not exceed 180 days.

LOA PROCEDURES

1. The student must notify administration that he/she will be requesting a Leave of Absence. The date of this notification will be the *official request date*.
2. The LOA request form, the final time card, and documentation reflecting the circumstance for the LOA must be completed and submitted to administration *within seven days of the official request date*. The return date for a Leave of Absence may be determined by Federico Beauty Institute administration.
3. Should a student need to extend a Leave of Absence, the extension must be submitted in writing prior to the end date on the original LOA form. The student will be notified by Administration if the extension is approved.
4. When returning from a Leave of Absence, the student must report to administration and complete LOA Return Form. If returning from a medical LOA, a doctor's release may be required.

If a student has not completed the proper LOA procedures, all time missed will count as absences from school and will affect overtime charges and Satisfactory Progress. If a student misses over 21 calendar days without an official Leave of Absence, his/her contract will be terminated.

EXIT PROCEDURES FOR STUDENTS COMPLETING COURSE OF STUDY

Two weeks before either a student's expected graduation date or normal time end date, whichever is sooner, an appointment must be set for the following:

1. Confirm projected graduation date with registrar, and review all hours and operations for accuracy.
2. All Lost Time forms must be presented. The student can also elect to increase their schedule to make up these hours. All hours made up for lost time must be completed prior to the student's normal time graduation date. Any lost time hours not made up prior to the student's normal time graduation date will not be subject to an overtime charge.
3. Students must meet with administration to review accounts. Final payment must be received three weeks prior to actual graduation date and paid in cash money order, or credit card.
4. If the student has a student loan, an exit interview for the loan must be completed. All students must complete an evaluation of course and a diploma request form. Students will be given a state board kit rental form at this time.
5. All student information such as address and phone number must be updated if necessary.

On The Final Day of School:

1. Student is responsible to assure that all hours, tests and operations are complete before final clock out.
2. Students with accounts in good standing will receive their Proof of Training and Diploma at final clock out.

GRADUATION DOCUMENTATION

When a student has completed the required theory hours and practical operations with an average of 75% (C) or better, he/she is awarded a proof of training certifying his/her graduation. Students can be assisted in completing the necessary documents to file for the appropriate California State Board of Cosmetology Examination.

WITHHOLDING OF STUDENT TRANSCRIPT/GRADES

Federico Beauty Institutes will withhold the student's transcripts (completion or withdrawal papers) and grades until all financial obligations are paid in full.

PERFORMANCE EVALUATION AND GRADES

Each student will be evaluated equally according to a standard set of criteria. Evaluations will be held in private. Criteria for evaluation consist of: attendance, conduct, applied effort and knowledge of the subjects both theoretical and practical.

PERSONAL DATA CHANGE

Students will keep the school informed of any change in telephone number, address or name change in case of an emergency.

PRE APPLICATION FOR STATE BOARD EXAM

The pre-application process significantly expedites the State Board testing process. Students choosing to not take advantage of the pre-application process can expect to wait 3-6 months following their graduation.

Pre-applications are accepted by State Board at the following hours:

1200 Cosmetologist

450 Esthetics

Pre-application paperwork must be completed and submitted within one week of attaining the prescribed hours. Although The School will assist in completing the pre-application, it is the student's responsibility to file these papers with the State Board of Barbering and Cosmetology.

TUITION AND FEE SCHEDULE

COURSE	TUITION	PROCESSING*	INSURANCE	STRF	TOTAL
Cosmetology	\$14,560.00	\$75.00	\$10.00	\$37.50	\$14,682.50
Esthetics	\$7,560.00	\$75.00	\$10.00	\$20.00	\$7,665.00

* Processing Fee is non-refundable

*NOTE: Length of time in course depends on number of hour's student contracts for on monthly basis as specified in the Enrollment Agreement. In addition to Tuition & fees, equipment is also required for training and completion of all courses. The student has the option of purchasing these supplies from the bookstore provided at Federico Beauty Institute or any other retail outside outlet. The list of necessary equipment and estimated cost is given to the applicant prior to signing the enrollment agreement.

Additional Incurred Costs (Outside) for all courses:

1. Locker Deposit \$20 (optional)
2. Credit Check Fee \$20 (if applicable)
3. Uniforms
4. Containers
5. Advanced Training Classes/Supplies
6. Examination fee for State Board
7. Rental Kit for State Board Examination.
8. Any additional supplies unavailable in bookstore.

INITIAL DEPOSIT

An initial deposit is required prior to contracting. This deposit secures a seat in an upcoming class. Of this deposit, the \$75.00 processing fee is non-refundable.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Students are responsible for purchasing their own supplies needed for their educational course. A list of the supplies required will be provided to the student before enrolling in the course of study. If the student chooses to purchase the supplies needed at the school bookstore he/she may establish a line of credit for this purpose. Federico Beauty Institute will extend to each student a credit line during his/her enrollment for the purpose of purchasing these items. The only items that may be charged are those that are specified on a purchase order provided to the student by the school. This will enforce that only items necessary for training are allowed to be charged. The student is responsible to pay off this account prior to their last day of attendance. If the student is eligible for financial aid he/she may use some of this money to pay off the account since it is a direct cost of education. The student may apply for the credit by going to the Financial Aid Office.

- * The estimated cost of supplies for each course are as follows:
 Cosmetology \$4200
 Esthetician \$2000

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

You may be eligible for STRF if you are a California resident or enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act.”

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

ESTIMATED TOTAL CHARGES FOR PERIOD OF ATTENDANCE

Cosmetology: \$18,882.50

Esthetics: \$9,665.00

TUITION FEE FOR RE-ENROLLED /TRANSFER STUDENTS

The hourly tuition charges for transfer/re-enrollment students who have prior hours are charged the same hourly rate as our attending students per course.

SCHOLARSHIP AND FEE WAIVER POLICY

Federico Beauty Institute does not currently offer any scholarships. However, we will accept any outside scholarships awarded to our students. From time to time, we offer tuition discounts. These discounts are applied to the advertised specific class start dates only. The School reserves the right to grant fee waivers. Any fee waivers granted will be evaluated on an individual case by case basis by the Director of Financial Aid. For additional information, please see the Financial Aid office.

TUITION FEE FOR ADDITIONAL TRAINING

Each course must be completed within the following possible hour time frame.

- Cosmetology required 1600 hours/maximum possible hours 1760.
- Esthetics required 600 hours/maximum possible hours 660.
- The student must complete the required hours within the maximum possible hour timeframe, regardless of the estimated completion date on the enrollment agreement (contract). If the student fails to complete the required hours, his/her training will stop or an additional training fee will be charged. This fee will be charged for all hours that have elapsed beyond the maximum time frame until the student has completed the prescribed course. Once student has consumed the additional hours allowed within the contract time frame the student must then immediately make financial arrangements with the financial aid office to satisfy the debt incurred by excess absence(s). Arrangements must be made to have these additional missed hours, paid for prior to the student clocking back in to school. This procedure will be followed each time the student is absent beyond the maximum additional time allowed.
- Any lost time hours not made up prior to the student's normal time graduation date will not be subject to an overtime charge.

Example: Cosmetology student completes 1600 hours in 1860 possible hours. The maximum allowed is 1760 hours. Additional training rate x 100 extra needed hours equals additional overtime charges. Transfer students who require less than the prescribed course, hours will be subject to the following formula to determine their hourly possible contract time frame.

(hour required x 0.1) = hourly contract time frame.

DISCLOSURES

- 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 1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834, www.bppe.ca.gov, T (916) 574-7720 F (916) 574-8648
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website www.bppe.ca.gov

NO VERBAL AGREEMENTS

Any deviation from Federico Beauty Institute policy referenced in this handbook must be in writing and approved by administration.

CHANGES TO CATALOG

Federico Beauty Institute reserves the right to change its policies and procedures found in this catalog at any time. A policy change memo will be posted on bulletin boards, emailed to all effected students and a hard copy will be made available upon request. An updated catalog is also available to download from the Federico Beauty Institute website.

FACULTY AND STAFF

Administration

Gary Federico	Owner
Jeremy Federico	President
Joseph Federico	Director of Financial Aid Director of Compliance
Adam Federico	Creative Director
Pamela Knight	Executive Director of Education
Kathryn Galindo	Director of Operations
Kristie Cook	Director of Administration
Nancy Laprezioso	Registrar
Kristen Hunter	Administrative Assistant
Gabrielle Lange	Admissions Advisor
Elnie Camique	Admissions Advisor
Erin Short	Student Services Coordinator
Tammy Johnson	Accounting/HR Coordinator
Leya Keo	Financial Aid Officer
Neil Khushal	Enrollment Coordinator
Katie Max	Spa Coordinator
Kimberly Leal	Dispensary Manager
Matt Scarselletta	Dispensary Coordinator
Pamela Danskin	Reception Manager
Maria Sarang	Assistant Reception Manager
Emila Bautista	Receptionist
Sativa Dimas	Bookstore Manager

Faculty

Patricia Avalos	Cosmetology Educator
Cathy Bunn	Cosmetology/Esthetics Educator
Debbie Applegate	Cosmetology Educator
Tera Thorne	Educational Systems Manager
Christy Kelsoe	Cosmetology Educator
Roketa Raiford	Cosmetology Educator
Kellie Tennant	Esthetics Educator
Kecia Hawkins-Feinberg	Esthetics Educator
Douglas Hodel	Cosmetology Educator
Talia Bikul	Cosmetology/Esthetics Educator
Amy Bengé	Cosmetology Educator
Kathy Hale	Cosmetology Educator
Carrie Bailon-MacDonald	Cosmetology Educator
Angelina Guerra	Cosmetology Educator
Shareya Humphries	Cosmetology Educator

FACULTY QUALIFICATIONS

NAME	QUALIFICATIONS	YEAR ATTAINED
Pamela Knight	Licensed Cosmetologist Licensed Instructor	1978 1982
Tera Thorne	Certified Massage Therapist	2008
Cathy Bunn	Licensed Cosmetologist Licensed Instructor	1973 1980
Kelly Tennant	Licensed Esthetician	2008
Debbie Applegate	Licensed Cosmetologist	1971
Christy Kelsoe	Licensed Cosmetologist	2006
Patricia Avalos	Licensed Cosmetologist Licensed Instructor	1996 1999
Kecia Hawkins-Feinberg	Licensed Cosmetologist	1983
Talia Bikul	Licensed Cosmetologist Licensed Esthetician Licensed Manicurist	2008 2005 2005
Amy Bengé	Licensed Cosmetologist	2008
Douglas Hodel	Licensed Cosmetologist	1989
Roketa Raiford	Licensed Cosmetologist	2004
Carrie Bailon-MacDonald	Licensed Cosmetologist	2011
Angelina Guerra	Licensed Cosmetologist	2003
Shareya Humphries	Licensed Cosmetologist	2007

SUPPLEMENTAL TRAINING

1. Applicants seeking supplemental training must submit to the school the Supplemental *Form* given to them by the California State Board.
2. Upon the school's Director of Education's review, we will then determine the hours that the applicant will need to complete.
3. The charge for this education is \$9.50 per hour.
4. Payment for these hours will be paid in advance-terms are cash credit card, ATM. No personal checks will be accepted.
5. NO REFUNDS
6. Applicant must provide their own equipment and supplies.
7. No Baby Board Tests are given within supplemental hours.
8. No make-up hours will be accepted.
9. The schedule provided by the school will be followed.
10. Uniform will be the lab coat needed for State Board Testing and follow existing dress code policy of school.

METHOD OF PAYMENT

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we assist the individual and prepare their Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program.

CREDIT CHECK

Each enrollment agreement requires a credit check, unless all tuition/fees are paid 30 days in advance. Should the student have derogatory or no established credit, a co-signer with good credit history is required. A \$20 charge will be assessed for credit check.

ACCIDENT INSURANCE POLICY

A mandatory \$10 fee will be assessed to each student for coverage of accident insurance. This will cover any out of pocket expense for accidents that occurred on the premises within their scheduled training time during enrollment.

ATTENDANCE STATUS

Full-time students are required to attend a minimum of 24 hours per week.

Half-time enrollment requires a minimum of 12 hours per week.

Part-time enrollment is defined as more than 12 but less than 24 hours per week. *Accelerated* enrollment is defined as a student attending more than 30 hours per week.

* NOTE- This may affect students with Title IV funding eligibility.

TUITION AND FEE POLICIES

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE. Charges are assessed and posted in the students tuition account in accordance to cost incurred in each payment period. Please refer to "Payment Period definition." Tuition is defined as payment for clock hour instruction. Delinquent accounts will be turned over to a collection agency. If the student wishes, tuition may be paid in full after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

CONSUMER INFORMATION

Due to various approvals, authorizations, and accreditations, our students may be eligible to apply for and receive tuition aid and financial assistance while attending the institute. A list of these programs includes:

- ✓ Federal Pell Grant
- ✓ Federal Supplemental Education Opportunity Grant

- ✓ Federal Stafford Loans
- ✓ Federal Supplemental Loans for Students
- ✓ Federal Plus Loans

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school.

Additional information regarding the student aid programs may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00a.m. and 5:00p.m. (EDT), Monday through Friday @ (800) 433-3243 or online at www.fasfa.ed.gov.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID PHILOSOPHY

Federico Beauty Institute believes that the talents, hopes, and ambitions of all people are among our nation's most valued possessions. With this thought in mind, this school continues to promote scholarship, grant and loan opportunities for qualified, deserving students who must find funds to attend college. The fundamental purpose of this school's financial aid programs is, therefore, to make it possible for students, who would normally be deprived of a college education because of inadequate funds, to attend college. The following principles have been adopted for our financial aid program.

Principals:

1. This school will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. The expected family contributions affect the student's cost of education. This school expects parents to contribute financially, according to their means, taking into account, their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

STUDENT LOAN REPAYMENT RESPONSIBILITY

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.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs those students and/or parents must pay to obtain a specific Postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants, loans, or part time work. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that

the family will be expected to contribute to meet student costs and the cost of education at this school.

Eligibility Requirements

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a Pell Grant or SEOG at any school;
- Not be in a default on a Perkins Loan or Stafford Loan/ SLSL/ PLUS at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male born after January 1, 1960);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a high school diploma or GED;
- Agree to use any federal student aid received solely for educational purposes.

THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal Pell Grant Program (Pell)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Stafford – SLS and PLUS loan (FEEL) (Direct Loans)

APPLICATION PROCEDURES AND FORMS

Financial aid applications for this institution consists of the following:

Student Questionnaire

- Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office.
- Enrollment contract.
- Statement of Educational purpose
- Statement regarding prior financial aid. No Defaulted Loans nor refunds due are outstanding
- Statement of Registration Compliance.
- Statement of Utilization of funds and disbursement procedures.
- Verification process if selected for verification. Includes documentation regarding income, assets, and status

Guaranteed Loans

- Federal Stafford/ SLS PLUS application
- Loan application
- Forms and assistance in completing them are available at this school during school hours.

Funds received from either of the programs are subjected to repayment from the student.

Before an application is submitted to the lender, students must be fully aware of the financial responsibilities under this loan programs, the rights that the student has under the individual loan program conditions and. the consequences of a failure to meet the repayment obligations.

UNSUBSIDIZED FEDERAL STAFFORD LOANS

Expands the ability of lenders to make "unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the

following two exceptions:

1. Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
2. The Federal government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must either be paid or capitalized, i.e. added to the principal.
3. Student would pay a combined organization/ guarantee fee of 6.5% rebated directly to U.S. Department of Education. Students may receive both subsidized and unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits, and that the student's eligibility for a subsidized Federal Stafford loan can be determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

DEADLINES: Most lenders require applications to be submitted at least 30 days prior to the end of the loan period for which the Stafford/GSL has been requested. It is the student's responsibility to locate their own lender that participates in the Guaranteed Student Loan Program.

DISBURSEMENT: Lenders issue checks payable to the student only or co-payable to the school and student. It is the student's responsibility to submit all forms and documentation to the financial aid office in accordance with the deadlines applicable to each program from which aid is requested. It is the student's responsibility to comply with all obligations involved in the receipt of federal and/or state aid. For more information about these problems, including application procedures, eligibility, rights and obligations pertaining to each program including Loan consolidation consult the following sources:

The federal pamphlet Financial Aid Student Guide has information about Pell Grants, SEOG, Perkins, Stafford/ GSL.

For more information regarding the specific requirements of each financial aid program, please refer to the

U.S.D.E. Student Guide, available at the financial aid office.

FEDERAL PELL GRANT PROGRAM

Funds received under this program are not subject to repayment from the student.

DEADLINE: FAFSAs must be received by July 1, of the award year from which is the application intended for, SAR or ESAR must be submitted to the financial aid office by June 30, of the award year from which aid is requested from, or your last day of enrollment, whichever comes first. A valid ESAR requires signatures of student, spouse and parents, if applicable.

RENEWAL PROCESS: A Pell Grant award received for one award year, (July 1 to June 30 of the following year) is **not** automatically renewed for the next award year. Students must re-apply for the Pell Grant and submit copy of the **new** SAR or ESAR to the financial aid office.

DISBURSEMENT: On the basis of per payment period via a check payable to the student via a direct credit to the student's tuition account.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) Funds received under this program are not subject to repayment from the student.

DEADLINE: You may apply during the enrollment process, using the school's forms and procedures. Each school sets its own deadlines for receiving applications; however, since the government limits these funds, the school awards them on a first-come, first-served basis. The school will provide you a letter listing the amount and types of financial aid you will get, including the SEOG award.

DISBURSEMENT: On the basis of per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for SEOG funds will be given to those students with the lowest expected family contribution who will receive Pell Grants. Because of this institution's policy of year round enrollment, funds will be allocated on a first-come, first-served basis for those individuals meeting this criteria. Professional

judgment may be used for certain exceptions based on extenuating circumstances with appropriate documentation. Please refer to FSEOG selection criteria.

For additional information on each of the Federal Financial Aid programs described above, review "The Student Guide" published by The United States Department of Education. The publication is available at this school and at public libraries.

DETERMINING NEED

The information you report when you apply for aid is used in a formula, established by Congress, that calculates your Expected Family Contribution. Federico Beauty Institute utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U .S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

COST OF ATTENDANCE

The total amount it will cost a student to go to school. This institution uses the annual budgets published by The California Student Aid Commission.

Elements included in the budget	Tuition	Actual Cost
	Registration Fee	Actual Cost
	Books and Supplies	Actual Cost
Living cost allowances	Single	Student
(monthly figures):	at home	off campus
Room and Board	\$236.00	\$610.00
Transportation	\$64.00	\$80.00
Personal/ Misc.	\$176.00	\$170.00

(cost of uniforms included in the Personal Allowance)

AWARD CONCEPT, SELECTION OF RECIPIENTS & PACKAGING CRITERIA

Schools frequently do not receive enough Campus-based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF -HELP CONCEPT** of student financial assistance.

The **SELF -HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAYED.**

The **SELF- HELP CONCEPT** lists types of financial assistance in the following order:

1. Family Contributions
2. Other resources
3. Pell Grant
4. Self Help (Stafford Loan, PLUS, SLS)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance to the following policy:

The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30). Due to the limited amount of funds available to the institution. it is literally impossible to award FSEOG to all students applying for aid. Therefore the institutional policy to select FSEOG recipients is as follows:

All Pell recipients will be disbursed equal amount of SEOG based on their program of study. In the past we have had enough money so we could accommodate all students enrolling during a fiscal year with the same amount of SEOG funds. These awards will be made as long as they are available throughout

the year. In the event that excess funds remain at the end of the fiscal year, students with the lowest EFC will be considered for additional SEOG. If a student exhibits they have a need during the course of the year, additional funds may be granted to that particular student. If the funds are exhausted prior to the end of the year a review will be made of the amounts awarded to each student at the beginning of the next year to, hopefully, accommodate all students during the next year. If our enrollment increases, we will award a lesser amount in the initial packaging.

DEFINITIONS

The following terminology corresponds with common terms used within financial aid definitions:

ACADEMIC YEAR: 30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year .

CLOCK HOUR: A 50 to 60 minute of supervised instruction during a 60 minute period.

DEPENDENT STUDENT: An individual that does not meet the independent student criteria. This student is required to submit with his/her application, student, spouse (if applicable), and parents' income and assets data.

EXPECTED FAMILY CONTRIBUTION (EFC): The amount that has been calculated as family contribution to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY/ CITIZEN/ NON-CITIZEN:

You must be one of the following to receive Federal Student Aid:

- US Citizen
- US National
- US Permanent resident who have an I-151 or I-1551 (Alien Registration Receipt Card).
- Departure Record (I-94) from the US Immigration and Naturalization Service (INS) showing one of the following designations:
 - a. Refugee
 - b. Asylum Granted
 - c. Indefinite Parole and/or Humanitarian Parole
 - d. Cuban- Haitian entrant, Status Pending
 - e. Conditional Entrant (valid only if issued before April 1980)
 - f. An approval form I-797
 - g. I-688 with valid expiration date

IF YOU ARE IN THE US UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- I-688a, I-688b, or I-688c (Amnesty Applicant)

INDEPENDENT STUDENT:

An individual who meets one of the following criteria:

1. Born before January 1, 1987
2. A married individual
3. A graduate or professional student
4. Serving on Active Duty in the armed forces.
5. A veteran of the US armed forces.
6. Provide more than half the support to child
7. Provide more than half the support to a dependent.

8. Both parents deceased, in foster care, dependent or ward of the court
9. Emancipated minor determined by court
10. In legal guardianship as determined by court
11. Determined to be an unaccompanied youth who was homeless by high school or school district homeless liaison after July 1, 2008.
12. Determined to be an unaccompanied youth who was homeless by director of emergency shelter or transitional housing program funded by HUD after July 1, 2008.
13. Determined to be an unaccompanied youth who was homeless or self-supporting and at risk of being homeless by the director of a runaway or homeless youth basic center or transitional living program after July 1, 2008.

PARENT(S): For the purposes of the financial aid programs, "parent" is mother and/or father or adoptive/step parents.

PAYMENT PERIOD: 450 hours and a minimum of 15 weeks for courses of 900 hours or more. Midpoint of the program for courses of less than 900 hours and 30 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

RECOVERIES

Recoveries resulting on funds paid to students for personal expenses which exceed the amount needed (based on the months attended times the monthly budget allowance) will be due from the student to the Title IV Programs. Students will be required to pay for recoveries to the program in this prescribed order, First FEDERAL PELL GRANTS and Second to FEDERAL SEOG Grants.

REFUND POLICY

Buyer's right to cancel: An initial deposit is required prior to contracting. All funds paid will be returned if the student is rejected for enrollment. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until the end of the first class session, or the seventh day after enrollment, whichever is later. All monies paid designated for tuition will be refunded less the processing fee if contract is cancelled within this timeframe.

Cancellation: shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. You can use any written notice that you may wish. You do not cancel the contract by just not attending classes

Equipment: if the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation or last date of attendance if no notice is given. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, tuition and equipment received.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

The registration fee is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

Withdrawal from course: you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the end of the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund, less a processing fee not to exceed \$75.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. For a list of these charges, see addendum agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

Hypothetical refund example according to the state pro rata policy: Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the-equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.
Less processing fee (not refundable)	75.
Less cost of un-returnable equipment	525.
Equals amount paid for instruction	\$6,800.

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.
Refund due	\$4,250.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the school administration of your intent to withdraw. Only administration is authorized to accept a notification of intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and

policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For CA Schools: If you are absent for three consecutive weeks, not on an approved LOA, you will be deemed a withdrawal, even if that was not the your intent.
The date you failed to return as scheduled from an approved LOA. The withdrawal date shall be the last date of attendance. The determination date of withdrawal will be the scheduled date of return from LOA.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

If a school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, any applicable teach-out plan for students participating in Title IV financial assistance programs must comply with the following requirements.

1. The plan must offer the student a reasonable opportunity to promptly resume and complete the canceled course(s) of study or a substantially similar course of study to an institution (or institutions) which offer similar educational programs, and which have no business connection with the original institution.
2. The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.
3. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.
4. The original school shall, in the event that a teach-out becomes necessary, arrange for individual notice to effected students of the availability of the teach-out notice plan, and diligently advertise such availability. The agreements among institutions may provide that teach out notices may be sent by the teach-out school(s).
5. The teach-out plan must be approved the U.S. Secretary of Education.
6. A brief description of the teach-out plan must be published in the school's catalog and enrollment agreement (contract)
7. Students who are not recipients of Title IV federal financial aid shall be entitled to a pro-rata refund of tuition.
 - If a course is canceled subsequent to a student's enrollment, and before instruction for the course has begun, the school shall at its option:
 - Provide a full refund of all moneys, paid; or
 - Provide completion of the course.

TITLE IV REFUNDS

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at

the institution.

Federico Beauty Institute may charge a reasonable fee, not to exceed \$25.00, for preparation of academic and financial documentation requested by the student.

TERMINATION OF ENROLLMENT

For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

- A. All books and materials charged through the bookstore are due immediately.
- B. Tuition rate is based on the amount of hours accumulated - Registration fee will be assessed.

TRANSFER STUDENT

A student who attended a post-secondary institution prior to the enrollment at **Federico Beauty Institute**, is required to provide a Financial Aid transcript from each of the institutions attended. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received at **Federico Beauty Institute**.

VERIFICATION PROCESS

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Advisement process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Pell or Campus-Based aid, nor certify Stafford/GSL application, until completion of verification.

WHO MUST BE VERIFIED?

The policy of this school shall be to verify those students selected by the need analysis (SAR or ESAR) system for verification. In the absence of conflicting documentation, applicants excluded from verification include:

- Legal Residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Marianna islands. This includes dependent students whose parents are also legal residents of one of these islands.
- Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.
- Dependent students whose parents are dead or are physically or mentally ill, or whose parents address is unknown.
- Immigrants who arrived in the United States during either the calendar year or Award Year.
- Those submitted for an Award Year if the applicant dies during the Award Year.
- Those submitted for an Award Year if the applicant is imprisoned at the time of verification.
- Those submitted when the applicant does not receive financial assistance for reasons other than their failure to confirm information on the application.
- Other exclusions, on a documented individual case basis, at the discretion of the financial aid officer. An applicant need not document spouse information or provide a spouse's signature if:
 - a. The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.
 - b. The student cannot locate the spouse because their address is unknown.
 - c. The spouse is dead, or mentally or physically ill.

VERIFICATION ITEMS:

Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2008).
- U.S. income tax paid for the base year (2008)
- Total number of family member in the household, if that number is greater than two dependent students and one for independent students.
- The number of family members in the household now enrolled as at least half-time students in Postsecondary educational institutions.
- The factors relating to an applicant's independent student status.
- Untaxed income and benefits for the base year including:
 - ✓ Social Security benefits
 - ✓ Child Support, if the student has information regarding child support or has reason to believe the student received support.
 - ✓ Income tax deduction for a payment made to an Individual Retirement Account or Keogh account.
- The following other untaxed income and benefits:
 - ✓ Untaxed dividends and capital gains.
 - ✓ Foreign income omission, if the school has information regarding the omission or has reason to believe the student omitted foreign income.
 - ✓ Earned income credit.

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED:

To confirm adjusted gross income (AGI/AGFI), and income tax paid, applicants shall provide the appropriate income tax returns (IRS 1040, 1040A, or 1040EZ) of the applicant, his/her spouse, and/or his/her parents. The student must provide a signed copy of the income tax return. In certain specified cases, the student must provide the IRS Form W-2. For non-tax filers, the school's financial aid officer must provide appropriate forms to update and certify items for the Pell Grant, Campus-based, and Stafford/GSL programs:

- Number of family members in the household;
- Number of family members in the household now enrolled as at least half-time students in Postsecondary educational institutions. Independent student status.
- Applicants shall complete the appropriate sections of the Verification Worksheet 2009-2010. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets for update and verification data. Follow instructions in the verification worksheet. The school's financial aid officer may require/ provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the admissions or financial aid officer the IRS forms 1040, 1040A, or 1040EZ during the admissions and advisement process and provide all required documentation no later than two weeks from the enrollment date. If the student makes corrections to Part 2 of the Pell SAR, they must complete and process them within two weeks from the enrollment date, or the date the school receives the SAR, whichever occurs first. If copies of the income tax returns are not available from the applicant, spouse, and/or parent(s) within two weeks from the enrollment date, we will request the IRS listing of tax account information directly from the IRS. The school must allow no more than 60 days for its receipt.

APPLICANT'S RESPONSIBILITIES:

To be eligible to receive Title IV funds, applicants are required to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following items are correct as listed on the original application: or, if not correct, they must update the data items, as of the date of verification:

- Number of family members in the household.
- Number of family members in the household now enrolled as at least half-time students on

- Postsecondary educational institutions.
- Change in dependency status. Pell Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. Campus-based applicants whose dependency status changes during the Award Year must have their EFC recalculated. This process does not apply if the change occurs due to marriage.
 - The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):

If the student cannot provide all required documentation, the school cannot complete the verification process within two weeks from the date of enrollment. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw and re-enroll. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS:

The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

TOLERANCES:

For the Pell SAR, with an original EFC of zero, the school shall use the zero EFC Charts to determine whether the applicant must resubmit their SAR because of a change in information. The student must make appropriate corrections on Part 2 of the SAR. A new EFC is computed when required as a result of comments on the SAR, and/or as a result of data item changes. This occurs regardless of the absolute error amount.

For the Campus-based and Stafford/GSL programs, the school shall recalculate an applicant's EFC if:

- There are any errors in non-dollar items used to calculate the EFC, and/or;
- There is an absolute dollar error of \$800.

NOTIFICATION OF RESULTS OF VERIFICATION:

The school shall notify the applicant of additional information or documentation needed for verification. This occurs through contact with the financial aid officer, or by mailing to the applicant's resident address a Verification Follow Up form. This form indicates additional items needed.

The school shall notify the applicant of any change in the originally computed Pell Grant award. The student shall sign and date the SAR certified for payment. The school shall notify the student if, during the process of verification, the school decides that the student's Stafford/GSL exceed his/her financial need by \$200 or more. The school shall notify the applicant when they complete verification by:

- Obtaining the student's signature and date on the SAR certified for payment.
- Providing the student a receipt for any Campus-based funds credited to their tuition account.
- Obtaining the student's endorsement on the Stafford/GSL check and completing the required documentation of its receipt and application. However this institution does not participate in the Federal loan program.

REFERRAL PROCEDURE:

The school shall forward to the Secretary of Education, the name, social security number, and other information, on any applicant receiving funds. The school reports on possibly incorrect information.

after they make a reasonable effort to resolve the discrepancy. The school shall forward notification to the student's lender when the student has received \$200 or more in Stafford/GSL funds over their financial need. The school must forward the notification within 30 days after determination that the borrower is ineligible for the excess funds. Upon implementation of the regulation, the school shall refer to appropriate authorities the name, social security number, and other information about the applicant to satisfy 34 C.F.R.668.1.f(g).

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; its instructional, laboratory, and on their physical facilities; and its faculty.
- What the cost of attending is, and the policy on refunds to students who drop out.
- What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or dormant (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

Statement of Non-Pending Bankruptcy

Federico Beauty Institute does NOT have a pending petition in 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 States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Release of Information

Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

Privacy Statement

Your privacy is very important to us. Federico Beauty Institute will not share, sell, trade, or otherwise disclose any of our student information at any time. Our student databases are not be sold to mailing lists or bulk e-mail companies. The information you provide to us will be maintained in the strictest confidentiality at all times.

COMPLETION, PLACEMENT, AND LICENSURE RATES**NACCAS ANNUAL REPORT 2010****Cosmetology 2010**

Completion Rate: 74%

Placement Rate: 86%

Licensure Rate: 83%

Esthetics 2010

Completion Rate: 92%

Placement Rate: 83%

Licensure Rate: 93%

NACCAS ANNUAL REPORT 2009**Cosmetology 2009**

Completion Rate: 77%

Placement Rate: 72%

Licensure Rate: 81%

Esthetics 2009

Completion Rate: 86%

Placement Rate: 85%

Licensure Rate: 93%

All Programs

Completion Rate: 82.43%

Placement Rate: 85.00%

Licensure Rate: 88.11%

NACCAS 2007 JOB DEMAND SURVEY

Licensing Requirements

Applicants for the state board of California must be at least 17 years of age and have completed the 10th grade. The State of California only grants a license after the student has successfully completed and graduated from the prescribed course as described above and passed the California State Board of Barbering and Cosmetology Exam with an overall average of 75% or higher.

Employment Opportunities

The salon industry employs over 1,700,000 people nationally, about half of whom are full time cosmetologists. While these professionals tend to move around in the industry, there were more vacated positions in 2006 than well-prepared entrants to fill the positions. A sizable number of employees (27% percent) leave each year, with plans to open their own salon, work from their home, or rent a booth and become independent contractors. This suggests that the industry provides options to start one's own business.

Potential Earning For a Graduate

A 2007 survey on job demand indicates that salons plan to hire over 45,000 new employees in California. The national average income for a salon professional is \$35,973, although California's average income for a salon professional is \$44,134. These amounts do not include tips and gratuities.

(These figures are based on a 2007 survey completed by the National Accrediting Commission of Cosmetology Arts & Sciences. These figures are based upon cosmetologists only. The full text of the survey is available at www.naccas.org)

Health & Safety

Many harsh chemicals, hot tools and sharp instruments are used in Cosmetology. Some of these chemicals may cause skin irritations and or allergies. Improper Use of tools can cause severe wrist injuries, such as cramping of the hands or carpal tunnel syndrome. Proper shoe support and good posture is essential in Cosmetology. Without proper support and good posture severe lower back pain may occur. All of the same injuries can occur to Estheticians, Manicurists and Masseuses.

Physical Requirements of the Industry

Physical ability plays an important role in all fields of Cosmetology, Esthetics, and Massage in how many hours an individual may work. Cosmetologists must have endurance to remain standing for long periods of time, with the ability to work with their hands raised. During the days cosmetologists spend about 80% of their time standing, 5% sitting, 5% stooping and 10% bending. Within that time hands are usually raised at shoulder height or just below their shoulders, Estheticians spend 70% of their time sitting, 15% standing, 5% stooping, and 10% bending. The majority of the time their hands are working below the shoulder. For manicurists, their day consists of 70% sitting, 2% standing, 2% stooping, and 26% bending. Their hands are usually kept below shoulder height.

Student Cosmetologists spend 30% sitting, 30% standing, 30% bending and 10% stooping.

Student Estheticians spend 50% sitting, 30% standing, 5% stooping and 15% bending.

Student Manicurists spend 75% sitting, 5% standing, and 20% bending.

Students should be able to meet the physical demands of the education.

To see further disclosures, visit: www.federico.edu.