



**FEDERICO**  
BEAUTY INSTITUTE

School Catalog &  
Student Handbook

1515 Sports Drive • Sacramento, California • 916-929-4242 • federico.edu

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HISTORY .....	1
STRATEGIC PURPOSE .....	1
MISSION STATEMENT .....	1
FACILITIES & EQUIPMENT.....	1
LOCATION .....	2
APPROVALS.....	2
ADMISSIONS POLICY .....	2
ORIENTATION CLASS.....	3
EVALUATION WEEK .....	3
CODE OF ETHICS .....	3
PERSONAL ATTENTION .....	4
STATEMENT OF NON-DISCRIMINATION.....	4
SCHOOL POLICY ON THE HANDICAPPED .....	4
SCHOOL POLICY ON REHABILITATION SERVICES .....	4
DRUG ABUSE PREVENTION PROGRAM .....	4
PROFESSIONAL ASSISTANCE .....	5
SCHOOL POLICY ON SEXUAL HARASSMENT .....	5
SOCIAL MEDIA POLICY .....	5
OFFICE BUSINESS HOURS .....	5
CALENDAR / HOLIDAYS.....	6
STARTING CLASS SCHEDULES .....	6
TRANSFER POLICY .....	6
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION .....	7
RE-ENTRY POLICY.....	7
TRANSFER STUDENT (Financial Aid) .....	7
MULTIPAL SCHOOL ATTENDANCE .....	7
FOREIGN STUDENTS .....	8
DISTANCE EDUCATION .....	8
STUDENT HOUSING .....	8
JOB PLACEMENT .....	8

ATTENDANCE POLICY .....	8
APPLIED EFFORT .....	8
RETENTION OF STUDENT RECORDS .....	8
NUTS AND BOLTS BUSINESS TRAINING PROGRAMS .....	9
TESTING POLICY.....	9
PHYSICAL REQUIREMENTS OF THE INDUSTRY .....	9
ABILITY TO MEET REQUIREMENTS SET FORTH BY EMPLOYERS .....	10
COSMETOLOGY COURSE OUTLINE: 1600 Clock Hours .....	10
1200 HOUR MINIMUM OPERATIONS REQUIREMENT.....	15
BARBER COURSE OUTLINE: 1500 Clock Hours.....	15
BARBERING FOR COSMETOLOGISTS COURSE OUTLINE: 400 Clock Hours .....	18
SHAVING MODELS REQUIREMENT .....	20
ESTHETICS COURSE OUTLINE: 600 Clock Hours .....	21
GRADING SYSTEM.....	23
REGULATORY OVERSIGHT RESTRICTIONS .....	24
TIME SCHEDULE AND SCHOOL HOURS:.....	24
TARDINESS.....	24
CALLING IN TO REGISTRAR .....	25
EARLY DISMISSAL.....	25
BEREAVEMENT .....	25
TIME CARDS.....	25
TIME CLOCK PROCEDURES .....	26
SCHEDULE CHANGE .....	28
FAILURE TO COMPLETE COURSE AT SPECIFIED TIME.....	29
CONTRACTED COURSE LENGTH/ DISRUPTION OF EDUCATION .....	29
DRESS CODE AND APPEARANCE.....	29
ELECTRONIC DEVICES .....	30
SANITATION .....	30
HOUSEKEEPING .....	30
STUDENT HEALTH AND SAFETY .....	30

FIRE .....	31
STUDENT DEVELOPMENT SYSTEM .....	32
ETHICS.....	33
CONDUCT AND DISCIPLINE.....	33
COMPLIANCE .....	34
TERMINATION .....	34
CAREER ADVISEMENT.....	34
GRIEVANCE PROCEDURE .....	34
RECEPTION DESK .....	35
LAST CLINIC APPOINTMENT TAKEN.....	35
DISPENSING OF EQUIPMENT AND MATERIALS .....	35
SERVING THE PUBLIC.....	35
COSMETOLOGY & BARBERING SERVICE PROTOCOL.....	35
ESTHETICS SERVICE PROTOCOL.....	35
PERSONAL SERVICE CRITERIA .....	36
PERSONAL SERVICE PROTOCOL.....	36
STUDENT PRICE LIST .....	37
TIME ALLOTTED AND CREDITS GIVEN FOR CLINIC SERVICES .....	39
VISITORS .....	42
GUM CHEWING .....	42
TELEPHONE CALLS .....	42
SMOKING.....	42
MEDICATION.....	43
NON-DISCRIMINATION AND ACCOMMODATION POLICY.....	43
UNDER THE INFLUENCE.....	43
WEAPONS.....	44
PARKING .....	44
ACADEMIC MODELS .....	44
FRIENDS AND FAMILY.....	44
USE OF SCHOOL PRODUCTS .....	44

STUDENT SUPPLIES AND MATERIALS .....	44
RESOURCE MATERIALS AVAILABLE.....	44
STUDENT CHARGES OF BOOKS & EQUIPMENT .....	44
PRODUCT RETURNS.....	45
EQUIPMENT AND BELONGINGS .....	45
STUDENT SERVICES.....	45
FIELD TRIP PARTICIPATION* .....	45
SCHOOL CHAPERONED EVENTS.....	46
FEDERICO BEAUTY INSTITUTE OUTINGS* .....	46
INTERNAL ADVANCED EDUCATION* .....	47
AFFILATE ADVANCED EDUCATION* .....	47
ADVANCED TRAINING CLASSES/ SALON WORKSHOPS .....	47
OFF CAMPUS SAFETY PRECAUTIONS.....	47
STUDENT COMMITTEES.....	48
STUDENT AMBASSADOR PROGRAM .....	48
S.T.A.R PROGRAM (Spirit Technical Attendance Retail).....	48
EXTERNSHIP REQUIREMENTS.....	49
STUDENT BENEFITS.....	50
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY.....	50
EVALUATION PERIODS.....	51
SATISFACTORY PROGRESS .....	52
UNSATISFACTORY PROGRESS.....	52
FINANCIAL AID WARNING AND FINANCIAL AID PROBATION.....	53
APPEAL PROCEDURES:.....	53
ADDITIONAL VA REQUIREMENTS* .....	54
COURSE INCOMPLETE .....	54
NORMAL TIME .....	54
LEAVE OF ABSENCE (LOA).....	55
EXIT PROCEDURES FOR STUDENTS COMPLETING COURSE OF STUDY.....	55
GRADUATION DOCUMENTATION .....	56

WITHHOLDING OF STUDENT TRANSCRIPT/GRADES .....	56
PERFORMANCE EVALUATION AND GRADES .....	56
PERSONAL DATA CHANGE .....	56
PRE APPLICATION FOR STATE BOARD EXAM.....	56
TUITION AND FEE SCHEDULE.....	56
INITIAL DEPOSIT.....	57
TEXTBOOKS, EQUIPMENT & SUPPLIES .....	57
STUDENT TUITION RECOVERY FUND (STRF).....	57
ESTIMATED TOTAL CHARGES FOR PERIOD OF ATTENDANCE .....	58
TUITION FEE FOR RE-ENROLLED /TRANSFER STUDENTS.....	58
SCHOLARSHIP AND FEE WAIVER POLICY .....	58
TUITION FEE FOR ADDITIONAL TRAINING .....	58
DISCLOSURES.....	59
NO VERBAL AGREEMENTS.....	59
CHANGES TO CATALOG .....	59
FACULTY AND STAFF.....	60
FACULTY QUALIFICATIONS .....	61
SUPPLEMENTAL TRAINING .....	62
METHOD OF PAYMENT.....	62
CREDIT CHECK.....	62
ACCIDENT INSURANCE POLICY .....	62
ATTENDANCE STATUS.....	62
TUITION AND FEE POLICIES .....	62
CONSUMER INFORMATION.....	62
GENERAL FINANCIAL AID INFORMATION.....	63
COMPLIANCE STATEMENT .....	63
FINANCIAL AID PHILOSOPHY .....	63
STUDENT LOAN REPAYMENT RESPONSIBILITY.....	63
FINANCIAL AID MECHANISM .....	63
THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS.....	64

APPLICATION PROCEDURES AND FORMS ..... 64

UNSUBSIDIZED FEDERAL STAFFORD LOANS..... 65

FEDERAL PELL GRANT PROGRAM..... 65

DETERMINING NEED..... 66

COST OF ATTENDANCE ..... 66

AWARD CONCEPT, SELECTION OF RECIPIENTS & PACKAGING CRITERIA..... 66

DEFINITIONS ..... 67

RECOVERIES..... 68

WITHDRAWAL AND SETTLEMENT POLICY ..... 68

TERMINATION OF ENROLLMENT..... 71

TRANSFER STUDENT ..... 71

VERIFICATION PROCESS..... 71

STUDENT RIGHTS AND RESPONSIBILITIES ..... 74

STATEMENT OF NON-PENDING BANKRUPTCY ..... 75

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ..... 75

RELEASE OF INFORMATION..... 76

PRIVACY STATEMENT ..... 76

COMPLETION, PLACEMENT, AND LICENSURE RATES ..... 77

NACCAS JOB DEMAND SURVEY ..... 77

## **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 43,000 square feet and includes contemporary fully equipped classrooms, a separate spa area, Federico café, and Beauty Boutique.

Sixteen classrooms are set up to comfortably accommodate both lecture and hands on learning and feature computer controlled audio visual equipment. Computers are located in each theoretical classroom and throughout the school where a student can check their clock in status, and view pending appointments. The student spa clinic area includes a disinfection station, six fully equipped treatment rooms, a spray tan room, a community treatment room, a wet room (including two Vichy showers, a spa capsule unit and a HydroMassage bed), and men's and women's shower facilities with guest lockers. The salon clinic area includes two disinfection stations, thirty-two individual styling stations, two children's stations, six conventional shampoo bowls, two European shampoo units, three spa pedicure thrones, six mobile



manicure tables, twelve hood dryers, and four hair processing accelerators. The S.T.A.R. salon clinic has twelve styling stations, and three European shampoo units. Our student barber clinic includes five stations each with its own shampoo bowl. Two staffed dispensary areas store and dispense products to students. Thirty separate air conditioning zones exist within the facility and each zone is equipped with a slide control allowing a slight adjustment of the comfort setting. Free WIFI is available throughout the campus. Security cameras are mounted outside and inside the building for the safety and integrity of all students, staff and guests. A separate parking lot is available for student parking.

Federico Beauty Institute has pledged to reduce our impact on the environment by committing to conserving energy and water, reducing waste and pollution, recycling and purchasing recycled products, and implementing green building measures. As part of that commitment, we have installed a solar panels array, ceiling fans, skylights, and use high efficiency lighting. Recycling bins are placed throughout the campus to encourage our staff, students & clients to separate & recycle as much as possible.

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

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, barber and esthetics students only.*

## **ADMISSIONS POLICY**

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

1. Each applicant of any course of training offered at Federico Beauty Institute must provide one of the following to be admitted as a student
  - Successfully completed high school or its equivalent as evidenced by any of the items on the following list: copy of diploma, copy of GED certificate, or official transcripts showing high school completion.
  - Evidence of completion of home schooling that state law treats as a home or private school.
  - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
2. Take and pass entrance examination prior to enrollment. The examination is administrated in English and passing serves as documentation of English proficiency.
  - Correctly answer 15 or more questions out of 50 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, Government Issued 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)
7. Students applying for Veterans Benefits are required to provide a DD214 (if applicable), Certificate of Eligibility, and ANY pervious training transcripts.

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 on the first day of school. 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.

### **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, sexual orientation, gender identity, 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.

## **SOCIAL MEDIA POLICY**

State law prohibits Federico Beauty Institute and their employees and representatives from requesting a student, prospective student, or student group to: (1) disclose user name or password for accessing social media; (2) access personal social media in the presence of the institution's employees or representatives; and (3) divulge any personal social media information.

Institutions are prohibited from suspending, expelling, disciplining, or threatening to take any of those actions, or otherwise penalizing a student, prospective student, or student group in any way for refusing to comply with a request or demand that violates the aforementioned prohibitions. Institutions are not prohibited from: (1) exercising rights and applicable laws and regulations; or (2) taking any adverse action against a student, prospective student, or student group for any lawful reason.

## **OFFICE BUSINESS HOURS**

- **ADMISSIONS:** Applicants may secure information Tuesday through Friday from 9:30AM to 6:30PM and Saturday 8:30AM – 12PM. 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/Alumni Services 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

### 2015

<b>Cosmetology</b>	<b>Full Time</b>	<b>Part Time</b>
	January 20	January 13
	March 3	March 17
	April 14	May 19
	May 26	July 21
	July 7	September 22
	August 18	December 1
	September 29	
	November 11	
	January 5, 2016	
<b>Barber</b>	<b>Full Time</b>	<b>Cosmo Crossover</b>
	January 27	To Be Announced
	April 14	
	June 30	
	September 15	
	December 8	
<b>Esthetics</b>	<b>Full Time</b>	<b>Part Time</b>
	January 6	January 27
	March 17	May 12
	May 26	August 25
	August 4	December 15
	October 13	
	January 5, 2016	

## 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 outside of California 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 assess previous education and training, grant appropriate credit, shorten the training period proportionately, and notify the applicant accordingly.\* There is no charge to the student for this assessment process. If a student does not agree with the school's assessment they should follow the school's documented appeal procedure. Federico Beauty Institute has not entered into an articulation or transfer agreement with any other college or university. Hours that are accepted from another institution are counted as both attempted and

completed hours for the purpose of determining when the maximum allowable time frame has been exhausted (see SAP policy). SAP evaluation periods will be based on actual contracted hours.

### **Additional VA Requirements for Transfer Students**

All previous education and training must be evaluated by the school and the student and VA will be notified accordingly. A VA Student does not have the option to request that an evaluation not be conducted or that the course credit not be granted where appropriate.

\*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. If a student is transferring from another barbering program, within five years from their withdrawal date (LDA), they will be allowed to use a maximum of 374 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, barbering 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. Former cosmetology, barbering or esthetics students 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. Re-entry students will be considered to be in the same progress status as when they withdrew. 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.

### **MULTIPAL SCHOOL ATTENDANCE**

Applicants who have previously attended 3 or more post-secondary institutions without achieving graduation may be required to have an interview with the Director of Financial Aid. This interview will be used to determine if the student is enrolling purely for academic intent and is likely to achieve academic success at this institution. Should a prospective student disagree with the Financial Aid Director's decision, they should follow the appeal procedure.

## **FOREIGN STUDENTS**

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

## **DISTANCE EDUCATION**

Federico Beauty Institute does not offer Distance Education.

## **STUDENT HOUSING**

Federico Beauty Institute does not have dormitory facilities under its control. Housing assistance is not provided by Federico Beauty Institute. The average rent in the city of Sacramento is \$846.00 (source [www.city-data.com](http://www.city-data.com)). Natomas Crossing, located reasonably near The School, averages between \$998.00 and \$1,115.00 (source [www.walkscore.com](http://www.walkscore.com)).

## **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	4	5 weeks (150 hrs.)
PM Cosmo	7 total or 2 Saturdays	8 weeks (160 hrs.)
Barber	9	11 weeks (374 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 be 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.

## **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 student files are maintained in the school's for six (6) years. After that time, transcripts are scanned and permanently stored digitally on premises.

### **NUTS AND BOLTS BUSINESS TRAINING PROGRAMS**

All assigned Nuts and Bolts Cornerstones in an academic class or phase must be completed before the scheduled final written and practical exam. If an assigned Cornerstone is not completed, the student will be sent home and considered missing their exam date (See Testing Policy).

### **TESTING POLICY**

At the end of each class or phase of the curriculum a final exam 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 class or 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 class or phase. If the student fails or does not take a make-up test within the given timeframe, they will be considered as failing the class or phase and their enrollment will be immediately terminated. If a student wishes for additional assistance in preparing for their make-up examination, he/she will need to coordinate with the director of education. Any additional assistance will be given outside of the student's scheduled school hours.

*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.*

### **State Board Prep Class**

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. Testing policies as outlined above will apply except if a student fails his/her State Board exam retake. In this instance, \$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.

**Mobile phones, 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. Use of a banned device during a test is considered cheating (See Student Development System).**

### **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 OUTLINE: 1600 Clock Hours**

#### **Course Description:**

With your passion and drive, Federico’s Pivot Point program will help you pursue your dream within the Cosmetology industry. Our 1600- clock hour course provides the tools necessary for cutting edge training and resources. Success at Federico will provide amazing opportunities within the Industry to help you get started as a platform artist, salon owner, celebrity stylist and more. Through training and guidance, you'll be equipped with the skills, techniques and knowledge needed to succeed as an industry professional.

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.

**Cosmetology Full Time Schedule****Hair Sculpting, Design, Color: (450 hours, 15 Weeks)**

5 weeks: Ladies Hair Sculpting-Hair form, texture and structure

5 weeks: Hair Color-Color application and bleaching

3 weeks: Hair Design-Braiding, wet sets, press & curl, wig fitting and styling

2 weeks: Men Hair Sculpting-Hair form, texture, structure

**Student Salon Experience: INITIAL (150 hours, 5 weeks)**

Hands-on experience with student salon clients. Students will perform services that they have learned during their first set of classes. Salon Dispensary: for one week, students will learn how to distribute color, products, and supplies to their peers

**Texture: (150 hours, 5 Weeks)**

Perm, relaxing, soft curling, extensions

**Student Salon Experience: (150 hours, 5 weeks)**

Hands-on experience with student salon clients. Students will perform services that they have learned during their successive classes.

**Skin, Nails: (150 hours, 5 Weeks)**

2 weeks: Nails- Natural and artificial nail procedures, manicure, pedicure, nail design and art

3 weeks: Skin- Fundamentals of skin and beauty, includes facials, waxing, and makeup application

**Student Salon Experience: (150 hours, 5 Weeks)**

Hands-on experience with student salon clients. Students will perform services that they have learned during their successive classes.

**Design Forum Dynamics, Business Fundamentals, State Board Class: (150 hours, 5 Weeks)**

2 weeks: Business Fundamentals-Resume building, types of employment & IRS classifications, students develop a business plan and create a mock salon model that is presented in class.

1 week: State Board Class- Student will be tested and coached on State Board written and practical procedures to instill the confidence and skills necessary to pass the State Board examination.

2 weeks: Design Forum Dynamics- New/advanced designs and approaches to traditional favorites in hair sculpting, color, and finish work for the upcoming fashion season.

**Student Salon Experience: FINAL (250 hours, 8.5 Weeks)**

The **final weeks** of the education, prior to graduation, will be devoted entirely to practicing what has been learned in their classes.

**Total of 1600 clock hours****Cosmetology Part Time Schedule****Hair Sculpting, Design, Color: (480 hours, 24 Weeks)**

8 weeks: Ladies Hair Sculpting- Ladies Hair Sculpting-Hair form, texture and structure

8 weeks: Hair Color- Color application and bleaching

5 weeks: Hair Design- Braiding, wet sets, press & curl, wig fitting and styling

3 weeks: Men's Hair Sculpting- Hair form, texture, structure

**Student Salon Experience: INITIAL (160 hours, 8 weeks)**

Hands-on experience with student salon clients. Students will perform services that they have learned during their first set of classes. Salon Dispensary: for one week, students will learn how to distribute color, products, and supplies to their peers

**Texture: (160 hours, 8 Weeks)**

Perm, relaxing, soft curling, extensions

**Student Salon Experience: (160 hours, 8 weeks)**

Hands-on experience with student salon clients. Students will perform services that they have learned during their successive classes. Salon Dispensary: for one week, students will learn how to distribute color, products, and supplies to their peers

**Skin, Nails: (160 hours, 8 Weeks)**

3 weeks: Nails- Natural and artificial nail procedures, manicure, pedicure, nail design and art

5 weeks: Skin- Fundamentals of skin and beauty, includes facials, waxing, and makeup application

**Student Salon Experience: (160 hours, 8 Weeks)**

Hands-on experience with student salon clients. Students will perform services that they have learned during their successive classes. Salon Dispensary: for one week, students will learn how to distribute color, products, and supplies to their peers

**Design Forum Dynamics, Business Fundamentals, State Board Class: (160 hours, 8 Weeks)**

3 weeks: Business Fundamentals- Resume building, types of employment & IRS classifications, students develop a business plan and create a mock salon model that is presented in class.

2 week: State Board Class- Student will be tested and coached on State Board written and practical procedures to instill the confidence and skills necessary to pass the State Board examination.

3 weeks: Design Forum Dynamics- New/advanced designs and approaches to traditional favorites in hair sculpting, color, and finish work for the upcoming fashion season.

**Student Salon Experience: FINAL (160 hours, 8 Weeks)**

The final weeks of the education, prior to graduation, will be devoted entirely to practicing what has been learned in their classes.

**Total of 1600 clock hours****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>

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

Excellent	92-100%
Very Good	84 -91%
Satisfactory	75-83%
Below Satisfactory	0 – 74%

#### **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 75% or better (see grading system)
- Complete 1,600 clock hours

#### **Graduation Requirements**

When a student has completed the required theory hours and practical operations in Cosmetology with a cumulative grade average of 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 75% of their 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.

## **BARBER COURSE OUTLINE: 1500 Clock Hours**

### **Course Description**

The Barber course includes a total of 1500 hours of theory and practical applications. You will cover both basic and advanced phases of Barbering Hairstyling. The subjects covered in a sequential order include haircutting, shaving, sanitation and hygiene, massaging, shampooing, facials, shop management, laws and regulations, coloring, relaxing, texture and styling. This course prepares the student for employment as a Barber/Stylist.

The course of study for students enrolled in barbering will consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering the practices of a barber. (O\*Net 39-5011.00 CIP# 12.0402)

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

### **Related Occupations:**

Hairdressers, Hairstylists and Cosmetologists (39-5012); 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 barber.

### **Educational Objectives:**

- To prepare the student to pass the Board of Barbering and Cosmetology licensing examination. Passing this exam is required to obtain a barber license. The license is required to operate as a barber in the state of California
- Provide students with adequate information, demonstration, and practice to perform the techniques of a barber 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 Barber Course – 1500 Clock Hours:** Curriculum for students enrolled in the barber course will consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering the practices of a barber.

**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.

**Barber Course Full Time Schedule\*:****Phase 1: (Weeks 1-11\*)**

The History of Barbering  
 Haircutting  
 Professional Image  
 Disinfection & Sanitation

Scalp Treatments  
 Facial Hair Design  
 Basic Shaving  
 Nuts and Bolts Business Training

**Phase 2: (12-23)**

Barbershop Management  
 Haircutting & Design Work  
 State Board Practical Applications

Luxury Shaving  
 Chemical Services  
 Basic Color Application

**Phase 3: (24-35)**

Business Development  
 Licensing Exam Preparation  
 Color Applications

State Laws & Regulations  
 Advanced Cutting & Design Work  
 Nuts and Bolts Business Training

**Student Barbershop Experience: (36-45)**

Student Barber Shop  
 State Board Boot Camp

**Total of 1500 clock hours**

\*The Barber course is currently only offered on a full time basis

*Please note that outside models are required on Saturday's starting the third week. At other times, a student may be required to act as a model for a fellow student as part of their learning experience. This includes, but is not limited to face shaving. After Phase 1, students will be in class in the morning and on the student barber shop or studio in the afternoon.*

**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 the information effectively.
- Monitoring – Monitoring/Assessing performance of you, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Service Orientation – Actively looking for ways to help people.

**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.
- 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).

- 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.
- Oral expression – The ability to communicate information and ideas in speaking so others will understand.
- Selective attention – The ability to concentrate on a task over a period of time without being distracted.
- Speech recognition – The ability to identify and understand the speech of another person.
- 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.
- Speech clarity – The ability to speak clearly so others can understand you.

\*\*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>

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

Excellent	92-100%
Very Good	84 -91%
Satisfactory	75-83%
Below Satisfactory	0 – 74%

#### **Requirements for Satisfactory Completion of Course:**

- Complete the required theory hours and practical operations
- Pass all theoretical and practical examinations with a 75% or better (see grading system)
- Complete 1,500 clock hours

#### **Graduation Requirements**

When a student has completed the required theory hours and practical operations in Barbering with a cumulative grade average of 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 any 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
- 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 barbers: barber, hairstylist, colorist, texture specialist, artistic director, fashion show stylist, barber/beauty care marketing, trade show director, image consultant, photo and movie stylist, product designer, product manufacturer representative, educator, platform artist, barber/beauty business consultant, barber/salon owner, barber/salon manager, barber/salon coordinator, franchisee.

## **BARBERING FOR COSMETOLOGISTS COURSE OUTLINE: 400 Clock Hours**

### Course Description

Federico's Barbering for Cosmetologists 400 hour clock hour course is a signature curriculum that combines old world tradition with new school thinking. Striking the perfect balance between classic and contemporary barbering, students will be exposed to practices from conventional techniques to today's newest urban trends. Students wishing to enroll in this course are required to possess a current Cosmetology license in the state of California. This course prepares the student for employment as a Barber/Stylist.

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

### Related Occupations:

Hairdressers, Hairstylists and Cosmetologists (39-5012); 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 barber.

### Educational Objectives:

- To prepare the student to pass the Board of Barbering and Cosmetology licensing examination. Passing this exam is required to obtain a barber license. The license is required to operate as a barber in the state of California
- Provide students with adequate information, demonstration, and practice to perform the techniques of a barber 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 Barber Course – 400 Clock Hours:** Curriculum for students enrolled in the barber course will consist of four hundred (400) clock hours of technical instruction and practical operations covering the practices of a barber.

**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.

### **Barbering for Cosmetologists Part Time Schedule\*:**

#### Phase 1: (100 hours weeks 1-5)

The History of Barbering  
Anatomy & Physiology  
Basic Shaving

Haircutting  
Disinfection & Sanitation  
Hair Color & Bleaching

**Phase 2: (100 hours weeks 6-10)**

Luxury Shaving

Health &amp; Safety

**Phase 3: (100 hours weeks 11-15)**

Facial's

Advanced Shaving Techniques

Barbershop Management

Laws &amp; Regulations

**Phase 4: (100 hours weeks 15-20)**

Licensing Exam Preparation

\*The Barbering for Cosmetologists course is currently only offered on a part time basis

**Total of 400 clock hours****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 the information effectively.
- Monitoring – Monitoring/Assessing performance of you, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Service Orientation – Actively looking for ways to help people.

**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.
- 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).
- 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.
- Oral expression – The ability to communicate information and ideas in speaking so others will understand.
- Selective attention – The ability to concentrate on a task over a period of time without being distracted.
- Speech recognition – The ability to identify and understand the speech of another person.
- 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.
- Speech clarity – The ability to speak clearly so others can understand you.

\*\*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>

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

Excellent	92-100%
Very Good	84 -91%
Satisfactory	75-83%
Below Satisfactory	0 – 74%

#### **Requirements for Satisfactory Completion of Course:**

- Complete the required theory hours and practical operations
- Pass all theoretical and practical examinations with a 75% or better (see grading system)
- Complete 400 clock hours

#### **Graduation Requirements**

When a student has completed the required theory hours and practical operations in Barbering with a cumulative grade average of 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 any 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
- 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 barbers: barber, hairstylist, colorist, texture specialist, artistic director, fashion show stylist, barber/beauty care marketing, trade show director, image consultant, photo and movie stylist, product designer, product manufacturer representative, educator, platform artist, barber/beauty business consultant, barber/salon owner, barber/salon manager, barber/salon coordinator, franchisee.

#### **SHAVING MODELS REQUIREMENT**

All required shaving models must be completed by the end of phase 2. If a student has not completed all required shaving models they will be suspended from progressing into phase 3. The student can come to school while suspended for up to one calendar week to complete the necessary shaves but are not allowed to clock in and record hours. If the student completes all required shaving models within the given timeframe, they will be allowed to resume in phase 3 of the program. If all required shaves are not completed within the given timeframe, the student's enrollment will be terminated.

## **ESTHETICS COURSE OUTLINE: 600 Clock Hours**

### **Course Description**

Our esthetics program offers comprehensive, professional training in all standard aspects of the esthetics industry. We blend European techniques with American technologies to ensure our graduates are prepared to compete in the spa.

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 esthetics 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.

### **Esthetics Course Full & Part Time Schedule:**

#### **Phase 1: Introduction to Esthetics, 150 hours**

Esthetics Acts/Rules	Waxing/Tweezing
Sterilization/Disinfection	Makeup
Microbiology/Bacteriology	Physiology/Histology
Salon Success	Nutrition

#### **Phase 2: Facial Techniques and Wellness, 150 hours**

Anatomy	Detoxification
Use of Facial Machines	Back Facials
Facials	Paraffin

Health and Safety  
 Skin Analysis/Disorders  
 Introduction to Chemical Facials

Micro-dermabrasion  
 Product Analysis/Ingredients

### **Phase 3: Advanced Esthetics, 150 hours**

Electricity  
 Chemical Peels  
 Advanced Facials  
 Body Treatments

Spa Jet, Hydro Massage Bed  
 Solar Bronzing  
 Aromatherapy

### **Phase 4: State Board Prep & Employment, 150 hours**

Galvanic Treatment  
 High Frequency (direct & indirect)  
 Suction, Atomizer  
 State Board Prep Course

Esthetics in the Medical Field  
 Business Aspects  
 Externship Opportunities

### **Total of 600 clock hours**

#### **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>

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

Excellent	92-100%
Very Good	84 -91%
Satisfactory	75-83%
Below Satisfactory	0 – 74%

### **Requirements for Satisfactory Completion of Course:**

- Complete the required theory hours and practical operations
- Pass all theoretical and practical examinations with a 75% or better (see grading system)
- Complete 600 clock hours

### **Graduation Requirements**

When a student has completed the required theory hours and practical operations in Esthetics a cumulative grade average of 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 any 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.

### **GRADING SYSTEM**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis. 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 75% average to maintain satisfactory academic status.

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

Excellent	92-100%
Very Good	84 -91%
Satisfactory	75-83%
Below Satisfactory	0 – 74%

### **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](http://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. **Full-time students cannot clock in after 9:30:00 AM (T-F) and PM students cannot clock in after 5:30:00 PM (T-F). All students scheduled on Saturday must clock in by 8:30:00 AM. 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 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 clock 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 Wednesday, Thursday, and Friday for full-time students. On Thursday 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 (5:20 or 4:20 PM for full-time students, 8:20PM for part-time students, and 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).

### **BEREAVEMENT**

Federico Beauty Institute recognizes the need for bereavement leave when a loved one passes. Students will be given up to two school days of leave if bereavement leave is approved. Upon returning to school, the student is asked to notify the Registrar that he/she was on bereavement leave, and must furnish proper documentation (death certificate, funeral notice, or obituary) to substantiate his/her claim. Bereavement leave is given only in the death of an immediate family member or custodial guardian. Immediate family is defined as: Parents, Spouse's Parents, Children, Grandparents, Spouse's grandparents. The time granted will only be given for overtime charges, the time missed will still affect SAP. If an extended absence is required please refer to leave of absence 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 21 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 your 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
- 6 Watch for your name and Clock In Successful on main RDT screen
- 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
- 6 Watch for your name and Clock Out Successful on main RDT screen
- 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
- 7 Watch for your name and Go On Break Successful on main RDT screen;
- 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
- 7 Watch for your name and Go On Break Successful on main RDT screen
- 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
- 6 Watch for your name and Clock In Successful on main RDT screen
- 7 Ensure clock-out has been accepted by Viewing Hours

To View Hours

- 1 Touch *View Hours*
- 2 Swipe you 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
- 7 For the next screen, touch *Leave for Day/Clock Out*; for the previous screen, touch *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. 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 during graduation ceremony counseling appointment. At that time 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 be in dress code whenever clocked in earning hours. 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 apron/lab coat with school logo\* (brown for estheticians, black for cosmetologists & white for barbers) 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. ***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 hemmed and at least to the tip of the fingers in length during normal activity.
- If leggings are worn, skirt or long shirt must be worn over them (*see above length req's*)
- No ripped or torn clothing.
- 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 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 or smart phone while clocked in. Federico Beauty Institute is not liable for lost, damaged or stolen electronic equipment.

**Mobile Phones** must be kept on silent while class is in session. Students must refrain from using their phone while lecture and hands on instruction is in progress. The only location a student may make or answer a phone call is either in the café or outside of the building. Students must be clocked out when making or receiving phone calls (unless it is an emergency and the educator has been notified). Smart phones may only be used on the clinic floor in direct service of the client (i.e. looking up a hairstyle, calling a parent/guardian of client in case of emergency). Use of a mobile phone as a camera is subject to Cameras policy outlined below.

**Laptop, iPad & smartphone** usage should relate directly to the course of study you are enrolled in.

**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.

**UNDER NO CIRCUMSTANCE CAN A LAPTOP OR MOBILE PHONE BE USED DURING TESTING.**

## **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.

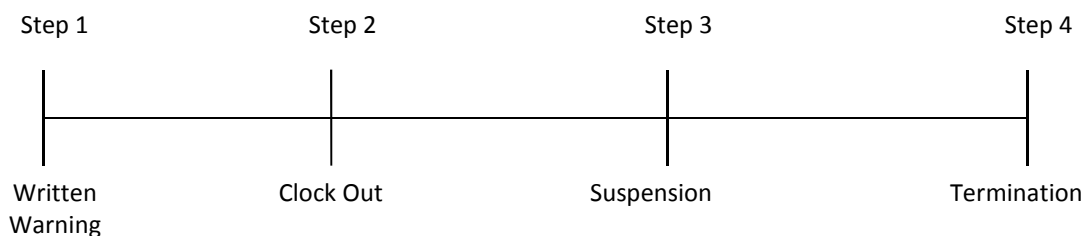
**Violations** are other noncompliance issues and are categorized into three separate levels according to severity.

**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)

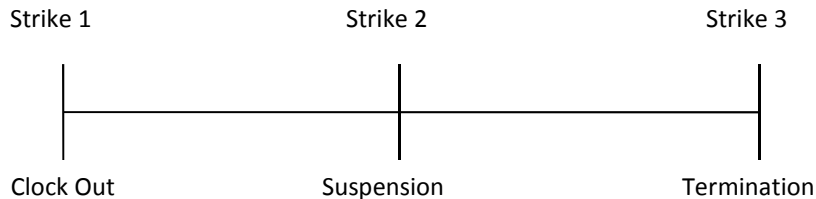
I7 - Not clocked out for break/lunch (on-campus): Infraction + Time Deduction

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

\*Management reserves the authority to refuse a student's right to appeal termination for a Category 3 violation.

*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 The School 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 may 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

## **GRIEVANCE PROCEDURE**

The grievance policy is contained in The School's catalog which is issued prior to students' enrollment. If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, our 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 effectively. This produces more positive results, rapid action/reaction and consistency.

Formal grievances may be filed by following these steps:

1. All grievances must be in writing using any form you prefer and describe in detail any allegation that may be affecting your education.
2. The grievance must be submitted within (5) five business days to the Educational Systems Manager from the date that the incident occurred.
3. The Educational Systems Manager will evaluate the grievance within 5-10 business days and submit a written response back to you.
4. Should the student disagree with the decision of the Educational Systems Manager, an appeal must be filed within 5-10 business days.

5. An appeal committee will be formed and provide written notice to the student of its decision within a reasonable time frame (10-15 days). The appeal committee 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.
6. The decision of the committee shall be final.
7. If you feel that the issue has not been satisfactorily resolved by The School, you may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Records of complaints and their resolutions are retained in the Administrative office.

### **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 badge. Upon the return of the checked out items, the student badge 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, you are 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 & BARBERING 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 and the customer service checklist on the back of the work ticket, 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 set up the treatment room 15 minutes before their scheduled appointment.
3. Once the client arrives, the front desk will check them in and print out their work ticket. The student will be called 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 & pallet 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:***

- P.D. test must be done 24 to 48 hours prior to appointment (if required).
- Credit will be given to students based on services performed.
- Service must be completed within the time allotted for each service.
- Students must pay for all personal services prior to receiving service. See personal service protocol and the 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 manicure while clocked in.
- Graduating students can receive two personal services the day of graduation provided they have completed all required operations and administrative exit procedures/paperwork.
- Student must be scheduled on the clinic floor and sign up for services that morning. Students in class must have their services signed off by their classroom educator.

#### ***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 educator and reception manager before scheduling personal service.
2. Student must sign up on personal service clip board, complete their Daily Appointment Sheet and have studio educator sign off on service.
3. Receptionist will book the appointment at the most conducive time, page the student to the front desk & let them know the start time
4. At the service time, the student must pay for the service & provide the receipt to the front desk. The front desk will then print out the work ticket for the student and give them the appropriate paperwork.
5. The student must present the work ticket and receipt to the dispensary before any product will be given.
6. The work ticket and any accompanying paperwork must be turned into the bookstore after service is completed.

***\*Work tickets must be present and visible on the student's workstation while work is being done***

## **STUDENT PRICE LIST**

The costs given below include the use of school products to complete the service.

<b>Chemical Services</b>	<b>Student Price</b>
Haircolor Overlay Gloss	\$10.00
Haircolor One Process	\$10.00
Haircolor Partial Highlights	\$10.00
Haircolor Full Highlights	\$10.00
Haircolor Lightener	\$10.00
Haircolor Corrective	\$10.00
Toner	\$10.00
Texturizing Perm	\$10.00
Texturizing Partial Perm	\$10.00
Texturizing Creative Design Perm	\$10.00
Texturizing Relaxer	\$10.00
Texturizing Retouch Relaxer	\$10.00
Texturizing Soft Curl	\$10.00
Texturizing Retouch Soft Curl	\$10.00
Hair Sculpting	Student Price
Haircut	\$2.00
Fringe, Burns, Beards	\$2.00
Kids Haircut	

<b>Hair Treatments</b>	<b>Student Price</b>
Detoxifying Hair Treatment	\$10.00
Design Essentials Hair Treatment	\$10.00
Dandruff Hair Treatment	\$5.00
Energizing Hair Treatment	\$10.00
Enjoy Hair Treatment	\$5.00
Essentials Hair Treatment	\$10.00
Hairbuilding Pak	\$5.00
Nourishing Hair Treatment	\$10.00
Nourishing Extreme Hair Treatment	\$15.00
Nou Nou Pak	\$5.00
Rebalancing Hair Treatment	\$10.00
Purifying Hair Treatment	\$10.00
Royal Jelly Hair Treatment	\$10.00
Scientific Brushing	\$2.00
Shampoo Only	\$2.00
Well Being Hair Treatment	\$10.00

<b>Nail Services</b>	<b>Student Price</b>
Nail Art - Up to 2 Nails	\$2.00
Paraffin/Hands	\$6.00
Polish Change Hands or Feet	\$2.00
Paraffin Feet	\$6.00
Classic Manicure	\$6.50
Classic Pedicure	\$8.00
Shellac Polish Add On Hands or Feet	\$5.00
Spa Manicure	\$7.50
Spa Pedicure	\$13.00
Shellac Polish Dry Hands or Feet	\$5.00
Shellac Polish Removal	\$3.00
French Polish Add On	\$2.00

<b>Hair Styling</b>	<b>Student Price</b>
Roller Set	\$2.00
Updo	\$2.00
Air Form	\$2.00
Air Form & Iron Work	\$2.00
Blow Dry Flat Iron	\$2.00
Blow Dry Press or Curl	\$2.00
Blow Dry Press and Curl	\$2.00

<b>Facial Services</b>	<b>Student Price</b>
All Things Pure Facial (Bioelements)	\$7.00
Fast Results Facial (Bioelements)	\$5.00
Bioelements Facial (Bioelements)	\$7.00
Calmitude Facial for Sensitive Skin (Bioelements)	\$7.00
De-stressing Back Treatment (Bioelements)	\$13.00
Oxygenation Facial (Bioelements)	\$7.00
Pumice Peel (Bioelements)	\$7.00
Vitamineral Power Facial (Bioelements)	\$7.00
Age Management Skin Care Facial (Glymed)	\$6.50
Antioxidant Facial (Glymed)	\$6.50
Hyperpigmentation Facial (Glymed)	\$6.50
Rosacea Facial (Glymed)	\$6.50
Acne Clearing Treatment (Bioelements)	\$5.00
Acne Management Skin Care Facial (Glymed)	\$16.00

<b>Massage Services</b>	<b>Student Price</b>
Hydro Massage (15 min.)	\$5.00
Lava Shell Add On Massage	\$6.00

<b>Waxing Services</b>	<b>Student Price</b>
Underarm	\$3.00
Bikini	\$2.00
Chin	\$2.00
Chest or Back	\$6.00
Cheek	\$2.00
Eyebrow	\$2.00
Eyebrow Tweezing	\$2.00
Full Face (No Brow)	\$6.00
Full Arm	\$6.00
Full Leg	\$10.00
Half Arm	\$4.00
Half Leg	\$6.00
Lip	\$2.00
Nose	\$2.00
Stomach	\$4.00

Acne Management Sal-X 20% (Glymed)	\$11.00
Active AHA Exfoliation (Glymed)	\$11.00
Lactic Acid Peel (Glymed)	\$11.00
Microdermabrasion	\$10.00
Microdermabrasion Décolleté	\$10.00
Additional Massage	\$1.00
Flaxx C Anti-Aging Mask (Bioelements)	\$3.00
Lip Conditioning Treatment (Bioelements)	\$3.00
Multi Task Eye Mask (Bioelements)	\$3.00
V-Neck Firming Mask (Bioelements)	\$3.00

<b>Additional Services</b>	<b>Student Price</b>
Brow Tinting	\$3.00
Eyelash Application (Strips)	\$5.00
Eyelash Application (Individual)	\$5.00
Lash Tinting	\$3.00
Day Make-Up Application	\$2.00
Evening Make-Up Application	\$3.00

<b>Body Treatment Services</b>	<b>Student Price</b>
Air Brush Tanning	\$7.00
Body Polisher Dry	\$5.00
Body Polisher Capsule	\$7.00
Body Polisher Vichy	\$7.00
Herbology Body Retexturizer	\$8.50
Solar Body Bronzing	\$18.00
Add. 20 min. Spa Capsule	\$5.00
Spa Capsule Hydration - 15 min.	\$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*

<b>Hair Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
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	2 hrs.	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

<b>Barber Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
Basic Shave	1 hr 15 min	1 Shave
Luxury Shave	1 hr 30 min	1 Shave, 1 Rest Facial
Neck Shave	15 min	1 Shave
Rest Facial	20 min	1 Rest Facial

<b>Hair Color Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
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

<b>Texturizing</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
Perm	3 hr. 45 min	PW (Based on Hair Length), 1 HC, 1 Thermal or Wet H/S
Partial Perm	1 hr. 30 min	PW (Based on Hair Length), 1 HC, 1 Thermal 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

<b>Spa Hair Treatments</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
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	1 hr. 30 min	1 Scalp & Hair Trt

<b>Skin Care Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
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
Chemical Exfoliation PD Test	15 min	1 Chemical Facial

<b>Body Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
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
Solar Body Bronzing Treatment	1 hr. 15 min	3 chem Facial
Air Brush Tanning	45min	3 chem, 2 elec Facial
Additional Spa Capsule (20min)	30 min	1 Electric Facial

<b>Waxing Services</b>	<b>Time Allotted</b>	<b>Wax/Hair Removal Ops</b>
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
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<b>Applications and Touch Ups</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
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

<b>Manicure/Pedicure Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>
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	45 min	1 Water/Oil Mani
Shellac Removal	45 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](mailto: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](mailto: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 drugs or alcohol while on the

school premises or attending a school related function, will be subject to disciplinary actions up to and including termination. For additional information please see our policy for a drug and alcohol free school & workplace program on our website or request a hard copy from the administrative office.

### **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.**

### **ACADEMIC MODELS**

A student may be required to perform work on a model for completion of an academic module. The model must be at least 16 years of age. 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 constitutes a clock-out (CO2) for failure to have necessary supplies.

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.

### **FRIENDS AND FAMILY**

Students are allowed to submit a list of friends and family to receive student pricing for services. Cosmetologists & Barbers may submit up to five names prior to being placed on the clinic floor for the first time. Esthetics students may submit up to two names prior to Phase 3 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) A student must have all necessary supplies for their prescribed daily work with them at school. Failure to have necessary supplies constitutes a clock out for the day (See Student Development System – CO2). 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. Computer time can be scheduled through the Educational Systems Manager.

### **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 rolling duffel bags are allowed but they are subjected to on the spot inspection along with the student tool kit. Any rolling duffel purchased outside of the student bookstore must be black in color. 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 Alumni Coordinator provides the following: job placement assistance, externship. The Student Services Coordinator provides the following: field trip opportunities, school outings, guest speakers, advanced training, and community service events.

This school does not guarantee placement. However, job placement assistance is provided by giving referrals to graduates.

## **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
Barbers:	50 hours
Estheticians:	20 hours

**Field Trip hours can be earned by active students at any time prior to graduation ceremony counseling appointment (see Exit Procedures for Students Completing Course of Study).**

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, 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 words) 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 Vietnam Stand Down, 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.

Select events, as designated by the Outreach Manager are reserved for Student Ambassadors and STAR Students. 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).*

### **AFFILIATE ADVANCED EDUCATION\***

Federico Beauty Institute may recognize and award hours for structured education provided by industry affiliates. If awarded, hours are earned hour for hour and **do** count towards maximum field trip hours allowed. A list of Federico recognized affiliates will be posted by the Student Services Coordinator. Students must register with the Student Services Coordinator prior 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 in the Inspire Hallway. 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.

### **OFF CAMPUS SAFETY PRECAUTIONS**

Federico Beauty Institute takes reasonable steps to ensure that off campus events are safe for our students to attend. As always, be aware of your surroundings and use the buddy system to ensure your own personal safety.

## **STUDENT COMMITTEES**

Federico Beauty Institute recognizes that the industry is continually evolving. In order to meet changing 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 (Spirit Technical Attendance 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. STAR cosmetology students will be eligible to use the STAR clinic floor area. 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
- 90% cumulative average on practical finals (Phases 1-3)
- 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.
- 250 word typed essay or one to two minute video, explaining one principle of RIC and how they possess that quality to make a great STAR student

Cosmetology & Barber 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).
- 250 word typed essay or one to two minute video, explaining one principle of RIC and how they possess that quality to make a great STAR student
- Pass test on technical skills given after phase 3

Disciplinary Actions

- 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 S.T.A.R Program immediately.
- 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 S.T.A.R Program.

**EXTERNSHIP REQUIREMENTS**

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

- A) Students receiving Veteran's Assistance are not eligible for the Externship Program.
- B) Cosmetology students must complete a minimum 960 clock hours; Barbering 900 clock hours; Esthetics students must complete a minimum 450 clock hours.
- C) Student must have demonstrated technical proficiency by passing all required final practical examinations with a 75% or better and pass the written "Extern Readiness Exam" with a score of 75% or better.
- D) Student must complete 60% of the required operations, and 60% of the required theory hours for course completion.
- E) Student must maintain Satisfactory Progress; if a student is placed on Academic Probation, he/she must achieve a minimum of 85% attendance over 30 calendar days following an attendance evaluation.
- F) 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.
- G) Students' cash payments must remain current, financial aid paperwork including second budget must be complete, and all accounting issues must be resolved.
- H) Student must purchase the \$5 Student Extern Badge, and must wear the badge at all times during externship as required by the CA State Board of Barbering and Cosmetology.



- I) Student must demonstrate positive conduct during externship; if a student receives two (2) direct complaints or low overall evaluations from Salons/Spas, the student will lose participation eligibility (see 'Evaluations').
- J) Students cannot extern while scheduled to be in a theoretical class, state board prep class, dispensary rotation, or on a day they are booked with a Federico client request. AM Students who attend school on Saturday are not eligible for externship on Saturdays. It is the students' responsibility to be aware of theory and operational hours needed to graduate.
- K) Students will not be allowed to request further externships unless all preparations for graduation are completed two weeks prior to last day of attendance. This includes but is not limited to possible restraint from externship to complete a deficit in theory or operational hours, exit loan counseling, and exit interview.
- L) Federico Management Staff may deny a student's eligibility for demonstrating unethical behavior during externship.
- M) Complete the Student Externship Program Application which includes your goals & training plan for participating in the extern program.
- N) **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.**

### **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**

The SAP policy is contained in The School's catalog, which is issued prior to students' enrollment. 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 and schedule 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 takes into consideration grades obtain on written exams from theory classes and practical grades obtained by hands-on examinations.

#### **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%

- 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.

Hours that are accepted from another institution are counted as both attempted and completed hours for the purpose of determining when the maximum allowable time frame has been exhausted (see SAP policy). SAP evaluation periods will be based on actual contracted hours. See *transfer policy*.

Re-entry students will be considered to be in the same progress status as when they withdrew. See *re-entry policy*.

- 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.

At each evaluation period, students meet individually with The Educational Systems Manager to review Satisfactory Academic Progress. Progress reports are retained in the student file and a copy is provided to students. The final evaluation is retained in the students file. They will be made available to students upon request.

If at the end of a payment period the student fails to maintain a passing academic average or fails to successfully complete the clock hour 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 makes the grade or successfully completes the cumulative number of clock hours percentage that would allow the student to complete the course of study within the maximum time frame published, the student is deemed

making satisfactory progress.

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	Eval Point (Actual Hours)	Max Possible Hours	Max Hours Missed
1	450	529.4	79.4
2	900	1058.8	158.8
3	1250	1470.6	220.6
4	1600	1882.4	282.4

For Barber course of 1500 hours:

Eval Period	Eval Point (Actual Hours)	Max Possible Hours	Max Hours Missed
1	450	529.4	79.4
2	900	1058.8	158.8
3	1200	1411.8	211.8
4	1500	1764.7	264.7

For Esthetics course of 600 hours:

Eval Period	Eval Point (Actual Hours)	Max Possible Hours	Max Hours Missed
1	300	352.9	52.9
2	600	700*	100

For Barbering for Cosmetologist course of 400 hours:

Eval Period	Eval Point (Actual Hours)	Max Possible Hours	Max Hours Missed
1	200	235.3	35.3
2	400	470.6	70.6

*\*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 charges will be allowed
- B. Personal service privilege is revoked.

C. 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 considered as not maintaining Satisfactory Progress and will be placed into **Unsatisfactory Progress**. At this time, the student will lose any remaining eligibility for student financial aid. The student is allowed to appeal this decision at the beginning of the probationary period. The appeal will determine if SAP can be met by the end of the subsequent evaluation period.

If the appeal is accepted, the student will be still considered eligible for financial aid until their next evaluation and be considered on **Financial Aid Probation**. The School will develop an academic plan for the student that, if followed, will ensure that the student is able to meet SAP requirements by the end of the timeframe established during the appeal process. Time tables are developed on a case by case basis and are tailored to the individual student's needs.

If the student's 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, Disciplinary Process, or Transfer Hours Assessment) must:

1. 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 why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP by the next evaluation. It should also include any circumstances relating to the student's academic standing which the student believes deserve special consideration (such as death of a relative, injury or illness, etc.). The appeal should also contain any documentation of special circumstances. This letter should also include valid contact information, in order for administration to respond to the appeal.
2. 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 and the decision letter will include how the student can reestablish eligibility for financial aid. A copy of the decision letter and attached documentation will be kept in the student file.
3. 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.
4. 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:

- 75% overall academic average
- 85% overall attendance average

Students not maintaining these minimum requirements will be placed on probation for a maximum of two months. If at the end of the probation period the minimum requirements are not met, 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, Barbering 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, Barber 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\*.

<b><i>Course</i></b>	<b><i>Required Hours</i></b>	<b><i>Months</i></b>
Cosmetology Full-time	1600	59.4 weeks*
Cosmetology Part-time	1600	90.3 weeks*
Barber Full-time	1500	43.9 weeks*
Barber Part-time	1500	83.3 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.
- 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**

Approximately one month before a student's expected graduation date an appointment must be set with the Alumni Services Coordinator for the following:

1. Confirm projected graduation date 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 two weeks prior to the student's expected 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 two weeks prior to actual graduation date and paid in cash money order, or credit card (unless other payment arrangements have been made).
4. All required operations, theory hours and written/practical exams must be completed with a passing score two weeks prior to completion.
5. 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.
6. 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  
1125 Barber  
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**

<b>COURSE</b>	<b>TUITION</b>	<b>PROCESSING*</b>	<b>INSURANCE</b>	<b>STRF**</b>	<b>TOTAL</b>
Cosmetology	\$16,320.00	\$75.00	\$10.00	\$0	\$16,405.00
Barber	\$12,750.00	\$75.00	\$10.00	\$0	\$12,835.00
Esthetics	\$7,740.00	\$75.00	\$10.00	\$0	\$7,825.00

*The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.*

\* Processing Fee is non-refundable

\*\*STRF is calculated based on the formula from BPPE. The current rate is \$0.00 per \$1,000.00 of base tuition.

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 is as follows:

Cosmetology	\$4,500
Barber	\$3,100
Esthetician	\$1,800

#### **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 judgment 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: \$20,193.00

Esthetics: \$9,429.00

Barbering: \$15,841.50

### **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
- Barbering required 1500 hours/maximum possible hours 1650
- 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone: 916-431-6959; Fax: 916-263-1897; website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

- 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](http://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

### **Board**

Gary Federico	Owner
Jeremy Federico	President
Joseph Federico	Chief Financial Officer
Adam Federico	Creative Director

### **Directors**

Kristie Cook	Director of Administration
Kathryn Galindo	Director of Operations
Andi Udell	Director of Education

### **Administration**

Neil Khushal	Admissions Representative
Serena Bhango	Admissions Representative
Kristen Hunter	Financial Aid Officer
Wendy Vann	Enrollment Coordinator
Shelly Powell	Registrar
Jany Stehman	Student Services Coordinator
Julia Damian	Alumni Services Coordinator
Brenda Cisneros	Administrative Assistant
Leticia Campaz	Graphic Designer
Tammy Johnson	HR/Accounting Coordinator
Kimber Bootay	Outside Sales Representative

### **Operations**

Sativa Dimas	Procurement Manager
Samantha Dee	Inventory Coordinator
	Inventory Coordinator
Nicole Duque	Sales Associate
Ashley Smith	Sales Associate
Kay Henderson	Reception Manager
Jayne Douglas	Receptionist
Erin Hasley	Receptionist
Katie Max	Spa Coordinator
Elizabeth Sanchez	Dispensary Coordinator
Tina Nelson	Dispensary Coordinator
Alyssa Howard	Retail Sales Supervisor

### **Educator**

Tera Thorne	Educational Systems Manager
Trish Avalos	Cosmetology Lead educator
Debbie Applegate	Cosmetology
Roketa Raiford	Cosmetology
Carrie Bailon	Cosmetology
Shareya Humphries	Cosmetology
Alicia Vaupotic	Cosmetology
Avery Clark	Cosmetology
Dana Cash	Cosmetology
Erin Maroney	Cosmetology
Alyssa Lashmett	Cosmetology
Doug Hodel	Cosmetology
Andy Bates	Cosmetology
Nicole Hagan	Cosmetology
Thu Vo	Cosmetology
Cathy Bunn	Esthetics Lead Educator
Alicia Andrews	Esthetics
Kecia Hawkins Feinberg	Esthetics
Chandra Greene-Tian	Esthetics
Kellie Tennant	Esthetics
Carrie Caluya	Barbering Lead Educator
Jerry Lewis	Barbering
Rodney Brown	Barbering
Michael Webb	Barbering

### **Café**

Sean O'Connell	Café Manager
Jesus Mendoza	Cook
John Wilcox	Cashier
Maria Cuellar	Assistant Manager
Alejandro Gonzalez	Cashier

## **FACULTY QUALIFICATIONS**

<b>NAME</b>	<b>QUALIFICATIONS</b>
Alicia Andrews	Licensed Esthetician Licensed Cosmetologist
Alicia Vaupotich	Licensed Cosmetologist
Alyssa Lashmett	Licensed Cosmetologist
Andy Bates	Licensed Cosmetologist
Avery Clark	Licensed Cosmetologist
Carrie Bailon	Licensed Cosmetologist
Carrie Caluya	Licensed Cosmetologist
Cathy Bunn	Licensed Barber Licensed Cosmetologist Licensed Instructor
Chandra Greene-Tian	Licensed Esthetician
Dana Cash	Licensed Cosmetologist
Debbie Applegate	Licensed Cosmetologist
Douglas Hodel	Licensed Cosmetologist
Jerry Lewis	Licensed Cosmetologist
Kecia Hawkins	Licensed Cosmetologist
Kellie Tennant	Licensed Esthetician
Michael Webb	Licensed Barber
Nicole Hagan	Licensed Cosmetologist
Rodney Brown	Licensed Barber
Roketa Raiford	Licensed Cosmetologist
Shareya Humphries	Licensed Cosmetologist
Tera Thorne	Certified Massage Therapist
Thu Vo	Licensed Cosmetologist
Trish Avalos	Licensed Cosmetologist Licensed Instructor
William Miller	Licensed Barber

## **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.

Federico Beauty Institute does not require advance payment of tuition and fees for more than one payment period at a time. The student may choose to pay in full for all tuition and fees after the student has been accepted for enrollment and signed an enrollment agreement that indicates their start date of program. Any funds received by the institution from federal or state student financial aid programs or other federal or state programs shall not be subject to these limitations in the collection of tuition.

## **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](http://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 of 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 consist 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. Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and (2) federal direct loans are available to students regardless of income.

## **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 these 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 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. The 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.

### **WITHDRAWAL AND SETTLEMENT POLICY**

**Student'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. The student has three business days from the date the deposit is paid to cancel with a full refund, less the credit check fee. 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 the contract is cancelled within this timeframe.

The date by which you must cancel this contract and receive a refund of all monies paid designated for tuition less the processing fee will be stated on your enrollment agreement.

**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 45 days following your official cancellation or withdrawal. You are obligated to pay only for educational services rendered and equipment in accordance with the *Equipment Policy*.

**Settlement Policy:** The refund shall be the total number of possible (scheduled) hours through the students last date of attendance multiplied by the hourly rate stated on the front of this contract. Any non-refundable fees will be added to that total to determine the tuition owed by the student. The school will then add any outstanding balance owed by the student for equipment purchased. If you obtain equipment as specified in the agreement as a separate charge and return it in accordance with the *Equipment Policy*, the school shall refund the charge to 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. The school will then deduct any money paid by the student and any other financial aid or outside funding awarded to the student that is not required to be refunded per the return of title IV policy or specific refund policies for outside funding agencies. If the amount that you have paid is more than the amount that you owe for the time you attended and equipment, then a refund will be made within 45 days of the official or unofficial 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. The official withdrawal date is on the student's notification or school's determination

**Cancellation Procedure:** 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 (postmarked). 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 Policy:** If the school has given you any equipment which was stated as returnable when it was issued, you must 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, in as issued condition within the 30-day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Beauty supplies and equipment are not returnable items due to sanitary reasons. Once you have received 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:** The School has adopted a more lenient refund policy than required by BPPE & NACCAS. After the cancellation period, the institution provides a prorated refund of nonfederal student financial aid program moneys paid for tuition charges. Equipment will be refunded in accordance with the *Equipment Policy*. Once received by the student it will belong to the student and will represent a liability to the student. The Schools *Refund Policy* applies to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. The School maintains evidence that institutional refunds are received by the recipient in a timely manner, such as a cancelled check, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

**Hypothetical refund example according to The School's 100% 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 of scheduled attendance (this includes class days not attended by the student) without returning (in accordance with the *Equipment Policy*) the equipment they 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 as issued 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 unreturnable 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.
<b>Termination by Institution (a \$75.00 processing fee will apply):</b>
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 as determined by weekly attendance monitoring.
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.

**Collection Policy:** Delinquent accounts may be assigned to a collection agency. Collection costs will be added to any outstanding balance. Collection correspondence from third parties attempting to collect debits on The School's behalf will clearly acknowledge the withdrawal and settlement policy. Promissory notes or contracts for tuition are not sold or discounted to third parties.

**Title IV Funds:** (1) federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and (2) federal direct loans are available to students regardless of income.

**Repayment:** If the 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.

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

**Title IV Refunds:** If you have received Federal student financial aid funds, you are entitled to a refund of moneys not paid from Federal student aid program funds. 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.

**Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, The School shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood. If a course is canceled after instruction has begun, The School shall at its option: 1. Provide a prorated refund for all students transferring to another school based on the hours accepted by the receiving school; or 2. Provide completion of the course; or 3. Participate in a teach-out agreement; or 4. Provide a full refund of all monies paid.

**School Closure:** If the school closes permanently and ceases to offer instruction after a student's enrollment and the course has begun, the school must make arrangements for students. The School has the option to: 1. Provide a pro-rata refund of tuition; or 2. Participate in a teach out agreement.

#### **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 to which you may seek to transfer. Acceptance of the diploma/certificate you earn in Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Federico Beauty Institute to determine if your diploma/certificate will transfer.

**BPPE Performance Data:** Prior to signing this enrollment agreement, you must be given a catalog and a school performance fact sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement. I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**Placement:** This school does not guarantee placement. However, job placement assistance is provided by giving referrals to graduates.

#### **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.
- U.S. income tax paid for the base year.
- 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 for the corresponding award year for the SAR/ISIR. There are five (5) 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 tax transcripts 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. 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. Consent is required for each request.

### **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 2013**

#### **Cosmetology 2013**

Completion Rate: 76 %

Placement Rate: 84%

Licensure Rate: 97%

#### **Esthetics 2013**

Completion Rate: 83%

Placement Rate: 79%

Licensure Rate: 97%

#### **Barbering 2013**

The Barbering program is too new to our school to have these statistics available. As soon as they become available, they will be published.

#### **All Programs 2013**

Completion Rate: 80%

Placement Rate: 85%

Licensure Rate: 97%

## **NACCAS JOB DEMAND SURVEY**

### **Licensing Requirements**

Applicants for the state board of California must be at least 17 years of age and have completed the 10<sup>th</sup> 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 the most recent survey which is 2007 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](http://www.naccas.org))

## **Health & Safety**

Many harsh chemicals, hot tools and sharp instruments are used in the beauty & barbering industry. 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 Barbers.

## **Physical Requirements of the Industry**

Physical ability plays an important role in all fields of Cosmetology, Barbering, and Esthetics in how many hours an individual may work. Beauty industry professionals must have endurance to remain standing for long periods of time, with the ability to work with their hands raised. Cosmetologists & barbers spend about 80% of their time standing, 5% sitting, 5% stooping and 10% bending. The majority of that time their 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 & Barbers spend 30% sitting, 30% standing, 30% bending and 10% stooping.

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

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

To see further disclosures, visit: [www.federico.edu](http://www.federico.edu).