

FEDERICO
BEAUTY INSTITUTE

School Catalog & Student Handbook

1515 Sports Drive • Sacramento, CA 95834 • 916-929-4242 • federico.edu

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HISTORY

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

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

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

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

The success of Federico Beauty Institute continues to build with the third generation. Each of the third generation Federico brothers instinctively and uniquely contributes to the educational atmosphere. Jeremy is now the President of the new state-of-the-art school facility. Adam Federico, our Creative Director, also operates his own salon and travels the United States as an independent guest artist. Joseph is the school's CFO and is currently a member of the California Board of Barbering and Cosmetology. Since 1946, the Federico family has been committed graduating well-trained beauty professionals.

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 high 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 41,000 square feet and includes contemporary fully equipped classrooms, a separate student spa, student salon, student barber shop, 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, a children's station, six conventional shampoo bowls, two European shampoo units, three spa pedicure thrones, four manicure stations, six mobile manicure stations, 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, Sacramento, CA 95834. All primary education is delivered in this location. There is ample free parking available both day and night.

APPROVALS

This Institution is accredited by:

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin St.
Alexandria, VA 22314
Phone # (703) 600-7600
www.naccas.org

NACCAS is a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

*Barber, Cosmetology & Esthetics Hybrid courses are pending approval.

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

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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.*
"GI Bill ®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).

**Applies to cosmetology, barber and esthetics students only.*

FEDERICO BEAUTY INSTITUTE

Federico Beauty Institute may furthermore be referred to in this document as Federico, Federico's or The School.

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.
        - Foreign High School Diplomas must be translated by a qualified outside agency in order to be considered for acceptance.
    - 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 as proof of age (e.g. Driver's License, Government Issued Identification Card, or Passport)
5. Provide an original, signed social security card or an individual taxpayer ID card *(applicants without an original, signed social security card are not eligible to receive Federal Student Aid).*
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.

FOREIGN STUDENTS

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

NOTICE OF AVAILABLE g.e.d. TRAINING

As of 07/01/2012, if you do not already hold a high school diploma, an equivalent G.E.D. certificate, a graduation certificate from a home schooled program approved by the state or a foreign equivalent credential (12 years of education), YOU Will NOT BE ABLE TO BE admitted into our program of study under the institution's ability to benefit procedures. The ability to benefit (ATB) procedures, were removed from statute as of 07/01/2012. Our institution wants you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below.

The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

Entity Name*	Charles A. Jones Skills & Business Education Center

Street Address	5451 Lemon Hill Avenue
City, State and Zip	Sacramento, CA 95824
Phone number	916-433-2600

*Additional testing facilities are available in the admissions center

NOTE: PLEASE CHECK WITH YOUR FINANCIAL AID OFFICER AT THIS INSTITUTION, IF YOU CAN PROVE THAT YOU HAVE ATTENDED A TITLE IV ELIGIBLE INSTITUTION BEFORE 07/01/2012, AND STILL DO NOT HOLD A HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT, YOU MAY STILL BE ABLE TO ENROLL AND BE ELIGIBLE FOR TITLE IV AID.

ADMISSIONS DISCLOSURE

We are required by Federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

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 schools documented appeal procedure. 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. Federico Beauty Institute has not entered into an articulation or transfer agreement with any other college or university. The School does not accept credits through challenge examinations or achievement tests.

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

In the event that another school in the area closes, Federico Beauty Institute will, at its discretion, accept more than the above referenced hours for a period of 6 months following the school's closure. The School reserves the right to evaluate each student's transcript individually and may require prospective transfer students to perform written and/or practical examinations prior to issuing a final determination on how many hours and operations may be accepted.

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.

CREDIT FOR LICENSURE OR COMPLETED P.O.T

In accordance with The California Board of Barbering and Cosmetology circular letter 15/08 issued June 1, 2015 Cosmetologists wishing to become Barbers (formerly known as the Barber Crossover Course) will be qualified to take the examination once they fulfill whatever part of the Barber curriculum not covered as part of the original Cosmetology curriculum. A student who enrolls in the Barber course who is licensed as a Cosmetologist or in possession of a fully completed Cosmetology Proof of Training and official transcript will receive the following credit toward the completion of the Barber course:

- 1260 hours
- Required Operation and Theory hours considered attempted & completed as follows:

Subject	Operations	Theory Hours
Wet Styling	150	40
Thermal Styling	90	25
Permanent Waving	80	20
Chemical Straightening	25	20
Hair Cutting	80	30
Shaving	0	0
Facials	0	0
Hair Coloring	50	50
Bleaching/Toning	20	30
Disinfection & Safety	40	0
Barbering Acts & Rules	NA	10
Health & Safety	NA	35
Chemistry	NA	20
Electricity	NA	5
Anatomy & Physiology	NA	10
Business & People Skills	NA	30

The School does not offer a Barber Crossover course.

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 you earn in Cosmetology, Barber or Esthetics is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 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, barber 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.

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 registration 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 45 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 Career 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.

Notice OF NON-DISCRIMINATION

Federico Beauty Institute does not discriminate on the basis of sex, sexual orientation or identity, race, age, color, ethnic origin or religion in its education programs or activities and is committed to ensuring an educational environment free of

sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individuals have been designated as the Title IX Coordinators by The School to handle inquiries regarding Federico Beauty Institute's Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Cara Kinzel, Compliance Coordinator
1515 Sports Dr., Sacramento, CA 95834 Administrative Office
ckinzel@federico.edu
916-929-4242 x218

Greg Rupert, Educational Systems Director
1515 Sports Dr., Sacramento, CA 95834 Administrative Office
grupert@federico.edu
916-929-4242 x220

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at ocr@ed.goc or at the addresses provided at the following website: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html
"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

> submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by The School; submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by [the School]; or such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.
Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at Federico Beauty Institute as such acts are inappropriate and create an environment contrary to the goals and mission of Federico Beauty Institute. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.
It is the responsibility of all persons within The School community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under [the School's] policies and procedures [cross reference the procedures applicable to students and employees utilized by the School to investigate and discipline sexual discrimination (including sexual harassment and sexual violence) incidents.

All students and staff of Federico Beauty Institute are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

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 vocational 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 & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

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

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS TO DETERMINE THEIR EFFICIENCY AND NEED FOR UPDATES. AS NEEDED, DATA IS UPDATED BIANNUALY AND PROVIDED TO PROPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.

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.

COPYRIGHT INFRINGEMENT

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States

Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punish by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

VOTER REGISTRATION

We encourage students to register to vote. You can go to the following website and follow the instructions to register – http://www.sos.ca.gov/elections/elections_vr.htm. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

CONSTITUTION DAY AND CITIZENSHIP DAY

Federico Beauty Institute holds a class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787.

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+Fri & Sat Following	■ Christmas Day

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

In 2021, Federico Beauty Institute will be closed between Christmas Eve & New Year's. We will reopen January 4, 2022.

* 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.

A schedule of starting & normal time end dates is available as an addendum to this catalog from the Financial Aid Office.

STARTING CLASS SCHEDULES

Barber & Cosmetology	Full Time	Part Time
	1/5/2021	1/12/2021
	2/16/2021	3/16/2021
	3/30/2021	5/18/2021
	5/11/2021	7/20/2021
	6/22/2021	9/21/2021
	8/3/2021	11/30/2021
	9/14/2021	
	10/26/2021	
	12/7/2021	

Barber Transfer	Full Time	Part Time
	3/9/2021	2/9/2021
	6/15/2021	6/15/2021
	10/5/2021	10/19/2021

Esthetics	Full Time	Part Time
	1/19/2021	1/12/2021
	3/30/2021	4/27/2021
	6/8/2021	8/17/2021
	8/10/2021	11/30/2021
	10/26/2021	

Barber & Cosmetology Distance Education Hybrid	TBD Pending Approval
Esthetics Distance Hybrid	TBD Pending Approval

MULTIPLE 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.

DISTANCE EDUCATION

The management, control, and delivery of distance education is maintained by the institution. Instructors (including substitutes) who teach via distance education will be provided training on teaching modalities and technological resources utilized in the Distance Education environment. Additionally, the institution provides students with access to the online learning tools. Instructors of the institution oversee the delivery of the distance education instruction. The hours permitted to be earned via distance education are controlled by the institution, and reserved only for theory hour education.

All distance education is measured by regular clock hour participation of each student. The distance education platforms used include Zoom, Email, LAB. Student participation is documented in a multitude of ways, to include video required during Zoom classes, LAB activity tracker & email correspondence. The documentation includes logs of student activity comprised of a record of regular and substantive interaction between students and instructors. Each educator

has a daily tracker that includes Zoom check ins, LAB assignments/activity, and completion of assignments. Clock hours are awarded only for verified time.

After completion of every 10% of the Distance Education clock hours, the institution will evaluate the student's qualitative academic performance at the institution by a qualified instructor. Performance evaluations are provided in person within 10 days of the completion of each 10%. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam prior to graduation from the program. All transcripts or other documents outlining a student's academic attainment received will identify the distance education component.

Applicants into any hybrid program are provided with the following disclosures:

- A disclaimer that the academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.
- Written information that clearly describes the distance education technologies (hardware and software) that will be required to successfully complete the course.

Applicants must sign and date these disclosures, and a copy of the acknowledgements must be retained in the student's file. This is completed during the enrollment process.

To ensure quality and effective delivery of Distance Education, the DE modality of instruction will be reviewed through a variety of methods, to include:

- ✓ Assessments of student competence during the delivery of DE curriculum, as well as upon completion of DE curriculum
- ✓ Student surveys
- ✓ Instructor self-assessments
- ✓ Comparative analysis of student academic performance through components of program curriculum delivered via distance education as opposed to on-campus.

STUDENT HOUSING

Federico Beauty Institute does not have dormitory facilities under its control. Housing assistance is not provided by Federico Beauty Institute. The median gross rent in the city of Sacramento is $625.00 (source http://www.city-data.com/housing/houses-Sacramento-California.html). Natomas Crossing, located reasonably near The School, averages between $750.00 and $1,205.00 (source https://www.walkscore.com/CA/Sacramento/Natomas_Crossing).

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. Resume development and interview preparation is available through the Alumni Services Coordinator.

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. If a student exceeds four absences in an academic module, a counsel sheet may be written by the classroom educator and the student counseled by the education department about their attendance.

EXTENDED ABSENCE (NON LOA)

A student not on an approved Leave of Absence 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.

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, Chapter8). 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 from completion or withdrawal.
After that time, transcripts are scanned and permanently stored digitally on premises.

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. There is no cumulative final exam administered at the end of a course.

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 and prior to passport date. If failed exam occurs after passport date, a student has one week to pay fee and pass re-take 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. Any form of traditional (paper) language assistance 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 #12.0413)

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); 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. Materials used to present course information include but are not limited to PowerPoint presentations, handouts, textbooks (paper or online), classroom participation, testing & special projects. 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.

Orientation 7.5 hours FT 6 hours PT

Hair Cutting Module (FT 12 weeks, 260 hours PT 18 weeks, 260 hours)

184.5	Hair Cutting Fundamentals
11.5	Consultation
5.5	Electricity
10	Microbiology & Infection Control
11	Anatomy & Physiology
37.5	Business & People Skills
260 FT & PT	

Color Module (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

141	Color theory & practical application
15	Product Knowledge
6	Chemistry
18	Business & People Skills
180 FT & PT	

Student Salon Experience (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

20	Student Salon Deep Dives
135	Mannequin/Client work
25	Theory Review
180 FT & PT	

Texture Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

37	37	Permanent Waving
9.5	9.5	Chemical smoothing
9.5	9.5	Soft Curl
24	24	Chemical Relaxing
10	9	Chemistry
90 FT	89 PT	

Hair Design Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

52.5	52.5	Styling
11	11	Braiding
13.5	12.5	Press & Curl
13	13	Wigs & Extensions
90FT	89 PT	

Student Salon Experience (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

20	Student Salon Deep Dives
135	Mannequin/Client work
25	Theory Review
180 FT & PT	

Skin, Nails (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

50	Anatomy of Skin
20	Makeup Application
17.5	Facial's
16.5	Hair Removal
19	Manicuring, Pedicuring, Spa Treatments
16	Anatomy of Nails
27	Artificial Nail Tips, Acrylic Nails, Wraps & Repairs
14	Anatomy & Physiology
180 FT & PT	

State Board Preparation Module (FT 2 weeks, 60 hours PT 3 week, 60 hours)

30	State Board Review
30	Test Preparation
60 FT & PT	

Student Salon Experience (FT 14.4 weeks, 432.5 hours PT 21.7 weeks, 434 hours)

52.5	52.5	Student Salon Deep Dives
327.5	329	Mannequin/Client work
52.5	52.5	Theory Review
432.5 FT	434 PT	

**Rotation is subject to change

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 course hours, theory hours, practical operations, passed all practical and written exams with a GPA of "C" (75%) or better and has met all financial obligations he/she is awarded a diploma certifying graduation. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. A Proof of Training Document is also awarded to certify completion to The Board of Barbering and Cosmetology.

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 competed 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 1600 hours in a Board Approved School of Cosmetology
- Submit to The Board of Barbering and Cosmetology a completed “Cosmetologist Application Examination and Initial Licensing Fee” form and the fee of $125.00. If Pre-Applying at 75% of course completion, you will submit the completed “Pre-Application for Cosmetology Examination and Initial Licensing Fee” form with the fee of $134.00.

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.

COSMETOLOGY DISTANCE HYBRID COURSE OUTLINE: 1600 Clock Hours

Course Description:

With your passion and drive, Federico’s distance hybrid 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.

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cosmetology. (O*Net 39.5012.00 CIP #12.0413)

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Educational Objectives:

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- 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 distance hybrid course will consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering the practices of a cosmetologist.

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Orientation 7.5 hours FT 6 hours PT

Hair Cutting Module (FT 12 weeks, 260 hours PT 18 weeks, 260 hours)

Total Hours		**Hours DE**
184.5	Hair Cutting Fundamentals	50
11.5	Consultation	10
5.5	Electricity	5
10	Microbiology & Infection Control	10
11	Anatomy & Physiology	10
37.5	Business & People Skills	30
260 FT & PT		115 FT & PT

Color Module (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

141	Color theory & practical application	45
15	Product Knowledge	5
6	Chemistry	5
18	Business & People Skills	15
180 FT & PT		70 FT & PT

Student Salon Experience (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

20	Student Salon Deep Dives	20
135	Mannequin/Client work	0
25	Theory Review	25
180 FT & PT		45 FT & PT

Texture Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

37	37	Permanent Waving	30
9.5	9.5	Chemical smoothing	6
9.5	9.5	Soft Curl	5
24	24	Chemical Relaxing	10
10	9	Chemistry	9
90 FT	89 PT		60 FT & PT

Hair Design Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

52.5	52.5	Styling	20
11	11	Braiding	5
13.5	12.5	Press & Curl	5
13	13	Wigs & Extensions	10
90FT	89 PT		40 FT & PT

Student Salon Experience (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

20	Student Salon Deep Dives	20
135	Mannequin/Client work	0
25	Theory Review	25
180 FT & PT		45 FT & PT

Skin, Nails (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

50	Anatomy of Skin	25
20	Makeup Application	5
17.5	Facial's	5
16.5	Hair Removal	5
19	Manicuring, Pedicuring, Spa Treatments	2
16	Anatomy of Nails	2
27	Artificial Nail Tips, Acrylic Nails, Wraps & Repairs	1
14	Anatomy & Physiology	5
180 FT & PT		50 FT & PT

State Board Preparation Module (FT 2 weeks, 60 hours PT 3 week, 60 hours)

30	State Board Review	0
30	Test Preparation	0
60 FT & PT		0 FT & PT

Student Salon Experience (FT 14.4 weeks, 432.5 hours PT 21.7 weeks, 434 hours)

52.5	52.5	Student Salon Deep Dives	20
327.5	329	Mannequin/Client work	0
52.5	52.5	Theory Review	35
432.5 FT	434 PT		55 FT & PT

**Rotation is subject to change

Total of 1600 clock hours 450 via Distance Education

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 course hours, theory hours, practical operations, passed all practical and written exams with a GPA of "C" (75%) or better and has met all financial obligations he/she is awarded a diploma certifying graduation. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. A Proof of Training Document is also awarded to certify completion to The Board of Barbering and Cosmetology. The Distance Education component of the course is documented in completion paperwork.

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 competed 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 1600 hours in a Board Approved School of Cosmetology
- Submit to The Board of Barbering and Cosmetology a completed “Cosmetologist Application Examination and Initial Licensing Fee” form and the fee of $125.00. If Pre-Applying at 75% of course completion, you will submit the completed “Pre-Application for Cosmetology Examination and Initial Licensing Fee” form with the fee of $134.00.

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.

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 Barber 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 the barber program 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. Materials used to present course information include but are not limited to PowerPoint presentations, handouts, textbooks (paper or online), classroom participation, testing & special projects. 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.

Orientation 7.5 hours FT, 6 hours PT

Initial Hair Cutting Module (FT 12 weeks, 260 hours PT 18 weeks, 260 hours)

184.5	Hair Cutting Fundamentals
11.5	Consultation
5.5	Electricity
10	Microbiology & Infection Control
11	Anatomy & Physiology
37.5	Business & People Skills
260 FT & PT	

Color Module (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

141	Color theory & practical application
15	Product Knowledge
6	Chemistry
18	Business & People Skills
180 FT & PT	

Student Barber Shop Experience (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

20	Student Salon Deep Dives
135	Mannequin/Client work
25	Theory Review
180 FT & PT	

Texture Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

37	37	Permanent Waving
9.5	9.5	Chemical smoothing
9.5	9.5	Soft Curl
24	24	Chemical Relaxing
10	9	Chemistry
90 FT	89 PT	

Shaving Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

8.5	8.5	Anatomy of Skin
40.5	40.5	Straight Razor Shaving
8.5	8.5	Anatomy & Physiology
19.5	19.5	Barbershop Facials & Product Knowledge
7	6	Electricity
6	6	History of Barbering
90 FT	89 PT	

Student Barber Shop Experience (FT 8.7 weeks, 260 hours PT 13 weeks, 260 hours)

33	Student Barber Shop Deep Dives
194	Mannequin/Client work
33	Theory Review
260 FT & PT	

State Board Preparation Module (FT 2 weeks, 60 hours PT 3 week, 60 hours)

30	State Board Review
30	Test Preparation
60 FT & PT	

Student Barber Shop Experience (FT 12.4 weeks, 372.5 hours PT 18.7 weeks, 374 hours)

48	Student Barber Shop Deep Dives
284	Mannequin/Client work
48	Theory Review
380 FT & PT	

Total of 1500 clock hours

<u>Barber Transfer Part Time Schedule*:</u>

Phase 1: (160 hours 8 Weeks)

Infection Control Regulations	Principles & Control
Solutions	Santizers
Disinfection Procedures	Shaving & Facials
Intro to Hair Design	Equipment & Applications.
Permanent Waving	Chemical Hair Relaxing
Hair color Application	Exam Applications, Written & Practical Drill

Phase 2: (80 hours 4 Weeks)

Barbershop Management	Men's Haircutting
Client Consultation	Fundamentals of Haircutting

* The Barber Transfer schedule is designed specifically for students enrolling with credit for prior licensure or completed POT only.

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 course hours, theory hours, practical operations, passed all practical and written exams with a GPA of "C" (75%) or better and has met all financial obligations he/she is awarded a diploma certifying graduation. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. A Proof of Training Document is also awarded to certify completion to The Board of Barbering and Cosmetology.

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 competed 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
- Submit to The Board of Barbering and Cosmetology a completed “Barber Application Examination and Initial Licensing Fee” form. If Pre-Applying at 75% of course completion, you will submit the completed “Pre-Application for Barber Examination and Initial Licensing Fee” form with the fee of $134.00.

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.

In accordance with The California Board of Barbering and Cosmetology circular letter 15/08 issued June 1, 2015 Cosmetologists wishing to become Barbers (formerly known as the Barber Crossover Course) will be qualified to take the examination once they fulfill whatever part of the Barber curriculum not covered as part of the original Cosmetology curriculum. For details on what credit will be received, please refer to the transfer policy *Credit for Prior Licensure or Completed POT*.

BARBER DISTANCE HYBRID COURSE OUTLINE: 1500 hours
Course Description
The Barber Distance Hybrid course includes a total of 1500 hours of theory and practical applications. You will cover both basic and advanced phases of Barber 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 the barber distance hybrid program 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 distance hybrid 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. The distance education platforms used include Zoom, Email, LAB. Student participation is documented in a multitude of ways, which include video required during Zoom classes, LAB activity tracker & email correspondence. Materials used to present course information include but are not limited to PowerPoint presentations, handouts, textbooks (paper or online), classroom participation, testing & special projects. 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.

Orientation 7.5 hours FT, 6 hours PT

Initial Hair Cutting Module (FT 12 weeks, 260 hours PT 18 weeks, 260 hours)

Total Hours		Hours DE
184.5	Hair Cutting Fundamentals	50
11.5	Consultation	10
5.5	Electricity	5
10	Microbiology & Infection Control	10
11	Anatomy & Physiology	10
37.5	Business & People Skills	30
260 FT & PT		115 FT & PT

Color Module (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

141	Color theory & practical application	45
15	Product Knowledge	5
6	Chemistry	5
18	Business & People Skills	15
180 FT & PT		70 FT & PT

Student Barber Shop Experience (FT 6 weeks, 180 hours PT 9 weeks, 180 hours)

20	Student Salon Deep Dives	20
135	Mannequin/Client work	0
25	Theory Review	25
180 FT & PT		45 FT & PT

Texture Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

37	37	Permanent Waving	30
9.5	9.5	Chemical smoothing	6
9.5	9.5	Soft Curl	5

24	24	Chemical Relaxing	10
10	9	Chemistry	9
90 FT	89 PT		60 FT & PT

Shaving Module (FT 3 weeks, 90 hours PT 4.5 weeks, 89 hours)

8.5	8.5	Anatomy of Skin	5
40.5	40.5	Straight Razor Shaving	20
8.5	8.5	Anatomy & Physiology	5
19.5	19.5	Barbershop Facials & Product Knowledge	5
7	6	Electricity	5
6	6	History of Barbering	5
90 FT	89 PT		40 FT & PT

Student Barber Shop Experience (FT 8.7 weeks, 260 hours PT 13 weeks, 260 hours)

33	Student Barber Shop Deep Dives	25
194	Mannequin/Client work	0
33	Theory Review	30
260 FT & PT		55 FT & PT

State Board Preparation Module (FT 2 weeks, 60 hours PT 3 week, 60 hours)

30	State Board Review	0
30	Test Preparation	0
60 FT & PT		

Student Barber Shop Experience (FT 12.4 weeks, 372.5 hours PT 18.7 weeks, 374 hours)

48	Student Barber Shop Deep Dives	30
284	Mannequin/Client work	0
48	Theory Review	35
380 FT & PT		65 FT & PT

Total of 1500 clock hours 450 via Distance Education

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 course hours, theory hours, practical operations, passed all practical and written exams with a GPA of "C" (75%) or better and has met all financial obligations he/she is awarded a diploma certifying graduation. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. A Proof of Training Document is also awarded to certify completion to The Board of Barbering and Cosmetology. The Distance Education component of the course is documented in completion paperwork.

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 competed 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

- Submit to The Board of Barbering and Cosmetology a completed "Barber Application Examination and Initial Licensing Fee" form. If Pre-Applying at 75% of course completion, you will submit the completed "Pre-Application for Barber Examination and Initial Licensing Fee" form with the fee of $134.00.

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.

In accordance with The California Board of Barbering and Cosmetology circular letter 15/08 issued June 1, 2015 Cosmetologists wishing to become Barbers (formerly known as the Barber Crossover Course) will be qualified to take the examination once they fulfill whatever part of the Barber curriculum not covered as part of the original Cosmetology curriculum. For details on what credit will be received, please refer to the transfer policy *Credit for Prior Licensure or Completed POT*.

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 work in a salon or 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 705.8 possible clock hours to earn 600 actual hours. At the point an esthetics student's missed hours exceeds 105.8, 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); 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 an Esthetician 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. Materials used to present course information include but are not limited to PowerPoint presentations, handouts, textbooks (paper or online), classroom participation, testing & special projects. 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.

Phase 1: Introduction to Esthetics, 150 hours 5 weeks FT 7.5 weeks PT

7.5 FT	6	Orientation
3	3	Esthetics Acts/Rules
24.5	24.5	Sterilization/Disinfection
67	68.5	Facial's
48	48	Waxing & Tweezing

150 FT & PT

Phase 2: Facial Techniques and Wellness, 150 hours 5 weeks FT 7.5 weeks PT

50	Facial's/Peels
40.5	Microdermabrasion
40.5	Makeup & Eyelash Enhancement
19	Anatomy & Physiology Theory

150 FT & PT

Phase 3: Advanced Esthetics, 150 hours 5 weeks FT 7.5 weeks PT

12	Advanced Treatments Theory/Practical
12	State Board Bio Hazzard Procedures
15	Body Treatments
11	Makeup
5	Peels
30	Theory review
65	Mannequin, Client & Model clinical applications

150 FT & PT

Phase 4: State Board Prep & Employment, 150 hours 5 weeks FT 7.5 weeks PT

19	Electricity & Electrical Equipment Theory
13	Professional Development
6	Chemistry
12	Deep Dives
20	State Board Theory & Practical Review
80	Mannequin, Client & Model clinical applications

150 FT & PT

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 course hours, theory hours, practical operations, passed all practical and written exams with a GPA of "C" (75%) or better and has met all financial obligations he/she is awarded a diploma certifying graduation. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. A Proof of Training Document is also awarded to certify completion to The Board of Barbering and Cosmetology.

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 competed 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 600 hours in a Board Approved School of Cosmetology
- Submit to The Board of Barbering and Cosmetology a completed "Esthetics Application Examination and Initial Licensing Fee" form. If Pre-Applying at 75% of course completion, you will submit the completed "Pre-Application for Esthetics Examination and Initial Licensing Fee" form with the fee of $134.00.

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.

ESTHETICS DISTANCE HYBRID COURSE OUTLINE: 600 Clock Hours

Course Description
Our esthetics distance hybrid 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 work in a salon or spa.

The course of study for students enrolled in the Esthetics distance hybrid 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 705.8 possible clock hours to earn 600 actual hours. At the point an esthetics student's missed hours exceeds 105.8, 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); 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 an Esthetician 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 distance hybrid 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. The distance education platforms used include Zoom, Email, LAB. Student participation is documented in a multitude of ways, which include video required during Zoom classes, LAB activity tracker & email correspondence. Materials used to present course information include but are not limited to PowerPoint presentations, handouts, textbooks (paper or online), classroom participation, testing & special projects. 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.

Phase 1: Introduction to Esthetics, 150 hours 5 weeks FT 7.5 weeks PT

Total Hours			Hours DE
7.5 FT	6	Orientation	0
3	3	Esthetics Acts/Rules	0
24.5	24.5	Sterilization/Disinfection	20
67	68.5	Facial's	20
48	48	Waxing & Tweezing	15
150 FT & PT			55 FT & PT

Phase 2: Facial Techniques and Wellness, 150 hours 5 weeks FT 7.5 weeks PT

50	Facial's/Peels	15
40.5	Microdermabrasion	15
40.5	Makeup & Eyelash Enhancement	10
19	Anatomy & Physiology Theory	15
150 FT & PT		55 FT & PT

Phase 3: Advanced Esthetics, 150 hours 5 weeks FT 7.5 weeks PT

12	Advanced Treatments Theory/Practical	12
12	State Board Bio Hazzard Procedures	3
15	Body Treatments	0
11	Makeup	0
5	Peels	0
30	Theory review	30
65	Mannequin, Client & Model clinical applications	0
150 FT & PT		45 FT & PT

Phase 4: State Board Prep & Employment, 150 hours 5 weeks FT 7.5 weeks PT

19	Electricity & Electrical Equipment Theory	12
13	Professional Development	6
6	Chemistry	5
12	Deep Dives	12
20	State Board Theory & Practical Review	0
80	Mannequin, Client & Model clinical applications	0
150 FT & PT		35 FT & PT

Total of 600 clock hours 190 via distance education

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.
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When a student has completed the required course hours, theory hours, practical operations, passed all practical and written exams with a GPA of "C" (75%) or better and has met all financial obligations he/she is awarded a diploma certifying graduation. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. A Proof of Training Document is also awarded to certify completion to The Board of Barbering and Cosmetology. The Distance Education component of the course is documented in completion paperwork.

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
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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%
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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 of revocation of license.

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

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

TIME SCHEDULE AND SCHOOL HOURS:
The school is open 5 days a week, Tuesday through Saturday.

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

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

- Your school hours vary with your schedule.
- It is your responsibility to arrive at school on time and remain in school according to your contracted schedule. If this is not the case, you must contact the school to report your tardiness or absence before you

are scheduled to arrive.
- Should you find it necessary to change your schedule, please complete the schedule change form SA001. It is located in the Administration office.

A full time student may reduce his/her base schedule for one of the following reasons:
- Job related
- Child care

TARDINESS

Tardiness is not accepted at Federico Beauty Institute. Students are expected to be *clocked in and present* in their assigned classroom at the designated start time. **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.**

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). **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 10 weeks of students' scheduled time.*

Non Verified Tardy Allotment

Program	**FT**	**PT**
Esthetics	2	3
Cosmetology	5	8
Barber	5	7

Management reserves the right to allow students to clock in late on the rare occurrence that something prohibits the majority of students from clocking in on time.

CALLING IN TO OFFICE

If you are going to be absent or tardy to school it is your responsibility to call in to the office (x217) 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 Tuesday 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 (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.

30-minute Lunch*

Lunches under 30 minutes will be 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.*

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 to Alumni Services Coordinator to schedule make-up times. *A minimum of three hours of lost time must be accumulated to schedule make up time prior to graduation ceremony counseling appointment (all remaining lost time scheduled at grad counseling appointment).* If you choose not to make up the lost time, it will be deducted from your overtime calculation at graduation ceremony counseling appointment.
- 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.

A clean pressed apron or lab coat with school logo* must be worn at all times. Apron must be buttoned around the neck and waist worn outside of other clothing.

- Esthetics: Brown apron, white lab coat, or STAR apron
- Cosmetology: Black apron, black lab coat, or STAR apron
- Barber: Blue apron, white lab coat, or STAR apron

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. 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.

- Blue jeans may not be worn.
- No sunglasses may be worn inside the building. *(unless medical documentation provided)*
- 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 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.
- Full head cover, hats or visors 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.
- 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.

* No deviation from approved school logo allowed

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

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 while clocked in unless given authorization by their educator. 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). 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.

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.
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 signs 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 operations manager 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 AND EMERGENCIES

In case of fire or other emergency, 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 Director of Educational Systems (DES). The DES 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.

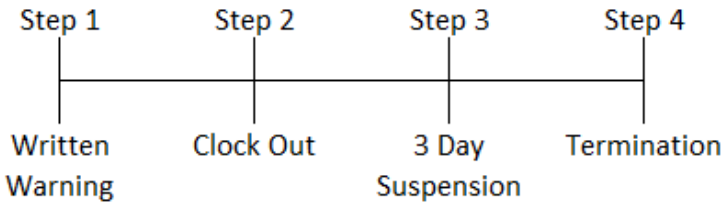
Infractions are simple noncompliance issues such as cell phone usage or improper sanitation, etc.

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: On first non-compliance, student will be allowed to clock in after establishing compliance with policy. Repeated dress code non-compliances will result in clock out for day.

CO2 - Failure to have necessary supplies: Clocked out for day.

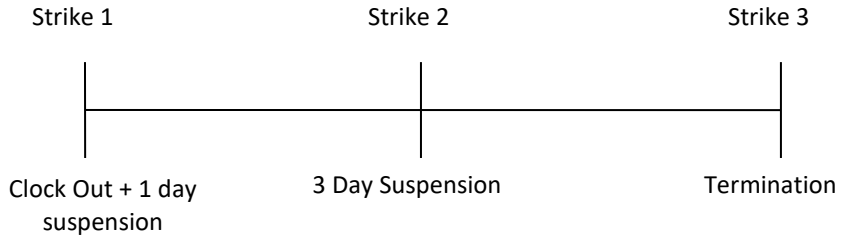
Infractions: The three step process is applied to each infraction individually



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 (constitutes automatic failure of exam)
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

V3.5 - Egregious occurrence of any category 2 violation

*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.

Saturday School: If you have been placed on the disciplinary system within the last 30 days you will not be eligible for Saturday school.

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

DISCORD RESOLUTION

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. Here are the steps you should follow if you are not able to solve the issue yourself:

1. Speak with the Education Systems Manager
2. Determine what type of solution you are looking for

If the issue has not been resolved by this point

3. Fill out a Discord Resolution Form and submit it to the Education Systems Manager
4. The Education Systems Manager will follow up with you within 72 hours of submitting the Discord Resolution Form

Should you not agree with the outcome of the Discord Resolution, you should follow the Grievance Procedure for The School.

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 at any time during the complaint procedure that the issue is not being 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, 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.

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 & BARBER 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 Receptionist) will be delivered to the senior esthetics classroom and to the dispensary by 12:00PM (FT Students) and 5:30PM (PT Students).
2. Esthetics 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). P.D test are good for a year.
- Credit will be given to students based on services performed.
- Service must be completed within the time allotted for each service.

- Cosmetology/Barbering personal services must be done in designated personal service stations in clinic areas (not Studio 68).
- Esthetics personal services must be done in the Esthetics Overflow room (subject to availability)
- Prior to receiving personal service, a student must complete 2 ops OR 1 hour of theory (day of).
- NO personal services allowed on Fridays, Saturdays, Holidays, or day before Holidays.
- Students must adhere to service timing that is allotted for each service including last appointment time taken.
- Students must start at the time they signed up for. Example: Jane Doe signed up for a haircut at 11:00am. She must start her service at that time not 45 mins later.
- Clients come first. Students must schedule their personal services around their client's appointments.
- 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 personal services the day of graduation provided they have completed all required operations and administrative exit procedures/paperwork.
- Students cannot receive personal services if they turned in an early dismissal.
- Student must be scheduled on the clinic floor and sign up for services that morning starting at 11:00 (Cosmo & Barber) and 12:00pm (Esthi).

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 clinic floor lead educator and receptionist before scheduling personal service.
2. Student must sign up on personal service clipboard and have floor lead educator sign off on service. Clinic floor lead educator will control the personal service clipboard.
3. Receptionist will book the appointment and will page the student to the front desk to let student know their personal service is in.
4. Student will go to the Beauty Boutique to pay for service, then bring the receipt back to the receptionist. The receptionist will print out a work ticket and give any paperwork needed for service.
5. The student must present the work ticket to dispensary before any product will be given. The work ticket must be present on the student's workstation while work is being done.
6. The work ticket and any accompanying paperwork must be turned into the Beauty Boutique 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.

Chemical Services	Student Price
Haircolor Overlay Gloss	$12.00
Haircolor Highlights	$12.00
Haircolor On the Scalp Lightener/Toner	$12.00
Toner	$12.00
Haircolor One Process	$12.00
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	$4.00
Fringe	$2.00
Barber Haircut	$2.00
Full Beard Trim	$2.00
Head Shave	$2.00
Face Shave	$2.00
Luxury Face Shave	$5.00

Add-on Enhancements	Student Price
Scientific Brushing	$4.00
Thermal Straight	$2.00
Iron Work	$2.00
Hair Treatment	$5.00
Pre-Softening	$10.00

Additional Services	Student Price
Eyelash Application (Strips)	$5.00
Eyelash Application (Individual)	$5.00
Touch-up Make-Up Application	$2.00
Make-Up Application	$3.00
Halloween Make-Up Application	$5.00

Waxing Services	Student Price
Underarm	$3.00
Bikini	$2.00
Chin	$2.00

Nail Services	Student Price
Polish Change Hands or Feet	$2.00
Classic Manicure	$6.50
Classic Pedicure	$8.00
Spa Manicure	$7.50
Spa Pedicure	$13.00
Polish Dry Hands or Feet	$5.00
Polish Removal	$3.00
French Polish Add On	$2.00

Hair Styling	Student Price
Roller Set	$4.00
Updo	$2.00
Blow Dry	$4.00
Blow Dry & Flat Iron	$4.00
Shampoo ONLY	$2.00

Facial Services	Student Price
Purifying Probiotic Facial	$10.00
Antioxidant, Anti-Aging, Vital-C Facial	$10.00
Illuminating Facial Treatment	$10.00
I PEEL Acne Lift Treatment – Salicylic	$10.00
Ormedic Restoring Facial	$10.00
I PEEL Lightening Lift Treatment – Lactic	$10.00
I PEEL O2 Lift	$10.00
I PEEL Ormedic Lift	$10.00
I PEEL Signature Facelift	$10.00
I PEEL Wrinkle Lift Treatment – Glycolic	$10.00

Facial Services Cont.	Student Price
Microdermabrasion	$10.00
Microdermabrasion Décolleté	$10.00
Additional Massage	$1.00
Firming Transformation Facial	$10.00

Body Treatment Services	Student Price
Air Brush Tanning	$7.00
Purifying Back Treatment	$12.00
Body Polisher Vichey	$10.00
Solar Body Bronzing	$15.00

Chest or Back	$10.00
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 or Ears	$2.00
Stomach	$4.00

TIME ALLOTTED AND CREDITS GIVEN FOR CLINIC SERVICES

Credits given will also apply to mannequin work, but it is based on the completeness of the style.
All service times include a 15 minute consultation

Hair Services	Time Allotted	Credits Awarded
Haircut – Ladies	2 hrs.	1 HC, 1 Thermal
Haircut – Men's	1 hr. 30 min.	1 HC
Haircut – Child	1 hr. 30 min.	1 HC
Fringe/Burns/Bangs	30 min	1 HC
Roller set/Comb out	2 hrs.	1 Wet Hairstyling
Updo	2 hrs.	1 Wet Hairstyling per hr.
Blow Dry	45 min.	1 Thermal
Blow Dry & Iron Work	1 hr. 30 min.	2 Thermal
Blow Dry/Flat Iron	2-3 hrs.	2 Thermal
Wrap & Comb out	1 hr. 30 min	1 Wet Hairstyling

Barber Services	Time Allotted	Credits Awarded
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
Facial	30 min	1 Facial

Hair Color Services	Time Allotted	Credits Awarded
Overlay Gloss	2-3 hrs.	1 Color, 1 Thermal
One Process	2-3 hrs.	1 Color, 1 Thermal
Full Highlights	3-4 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
Strand Test	45 min	1 color

Texturizing	Time Allotted	Credits Awarded
Perm	4 hrs.	PW (Based on Hair Length), 1Thermal or Wet H/S
Partial Perm	1 hr. 30 min	PW (Based on Hair Length), 1Thermal or Wet H/S
Creative Design Perm	4 hrs.	PW (Based on Hair Length), 1 Thermal or Wet H/S
Relaxer	4 hrs.	1 Chem. Straight, 1 Thermal or Wet Hairstyling
Relaxer Touch-Up	3 hrs.	1 Chem. Straight, 1 Thermal or Wet Hairstyling
Soft Curl Perm	4 hrs.	1 Chem. Straight, 1 PW, 1 Thermal or Wet H/S
Retouch Soft Curl	4 hrs.	1 Chem. Straight, 1 PW, 1 Thermal or Wet H/S
Test Strand (straight or curly)	45 min	1 PW or 1 CS

Spa Hair Treatments	Time Allotted	Credits Awarded
Scientific Brushing	45 min	1 Scalp & Hair Trt
Conditioning Treatment	1 hr.	1 Scalp & Hair Trt

Skin Care Services	Time Allotted	Credits Awarded
Fast Results Facial	1 hr. 15 min.	1 man, 1 chem, 1 elec Facial
Ormedic Restoring Facial	1 hr. 30 min.	1 man, 1 chem, 1 elec Facial
Purifying Back Treatment	1 hr. 45 min.	1 man, 1 chem, 1 elec Facial
Antioxidant, Anti-Aging, Vital-C Facial	1 hr. 30 min.	1 man, 1 chem, 1 elec Facial
Illuminating Facial Treatment	1 hr. 30 min.	1 man, 2 chem, 1 elec Facial
Signature Lift	1 hr. 30 min.	1 man, 2 chem, 1 elec Facial
Ormedic Lift	1 hr. 15 min.	1 man, 2 chem, 1 elec Facial
Lightening Lift	1 hr. 15 min.	1 man, 2 chem, 1 elec Facial
Wrinkle Lift	1 hr. 15 min.	1 man, 2 chem, 1 elec Facial
Acne Lift	1 hr. 15 min.	1 man, 2 chem, 1 elec Facial
Purifying Probiotic Facial	1 hr. 30 min.	1 man, 1 chem, 1 elec Facial
Microdermabrasion	1 hr. 30 min.	1 man, 2 elec Facial
Microdermabrasion Décolleté	30 min	1 man, 2 elec Facial
Facial Massage	15 min	1 Manual Facial
Firming Transformation Facial	1 hr 30 min	1 man, 1 chem, 1 elec Facial
Chemical Exfoliation PD Test	15 min	1 Chemical Facial

Body Services	Time Allotted	Credits Awarded
Body Polisher (Dry)	2 hrs.	3 chem Facial
Body Polisher (Vichy)	2 hrs.	3 chem, 1 elec Facial
Body Polisher (Spa Capsule)	2 hrs.	3 chem, 1 elec Facial
Air Brush Tanning	1 hr.	3 chem, 2 elec Facial

Waxing Services	Time Allotted	Wax/Hair Removal Ops
Lip	45 min	1
Chin	45 min	1
Eye Brows	45 min	1

Cheek	45 min	1
Full Face	1 hr	3
Underarm	45 min	2
Half Arm	45 min.	2
Full Arm	1 hr. 15 min.	4
Stomach	30 min.	2
Bikini	1 hr. 15 min.	3
Half Legs	1 hr.	3
Full Legs	1 hr. 45 min.	6
Chest or Back	1 hr. 30 min.	3

Applications and Touch Ups **Time Allotted** **Credits Awarded**

Polish Change	30 min.	1 Water/Oil Mani or 1 Pedicure
Basic Make up application	1 hr. 30 min.	1 Make up
Full Make up application with highlighting & contouring	2 hr. 30 min.	2 Make up
Full Make up application as above including lash application	2 hr. 45 min.	3 Make up
Fantasy Make up application	2 hr. 30 min.	4 Make up
Special effects or prosthetic make up application	2 hr. 30 min.	4 to 5 depending on difficulty
Eye Brow Tweezing	30 min.	1 Arch/HR (Cosmo) 1 Tweeze (Esth)
Eyelash Application	30 min.	1 Make-up

Manicure/Pedicure Services **Time Allotted** **Credits Awarded**

Classic Manicure	1 hr.	1 Water/Oil Mani
Spa Manicure	1 hr. 30 min.	3 Water/ Oil Mani
French Manicure	1 hr. 30 min.	2 Water/ Oil Mani
Classic Pedicure	1 hr. 30 min.	1 Pedicure
Gel Manicure	1 hr. 30 min.	1 Water/Oil Mani
Gel Pedicure	2 hrs.	2 Pedicures
Gel Removal	1 hr.	1 Water/Oil Mani
Spa Pedicure	2 hrs.	2 Pedicures

Variable Credit for Hair Length

Hair Reaches mid back (bra strap)	3 credits
Hair Reaches Waist	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.

SMOKING/VAPING

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

MEDICATION

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

SECTION 504/AMERICANS WITH DISABILITIES (ADA) POLICY

Federico Beauty Institute does not discriminate in admission or access to our programs on the basis of age, ethnicity, color, sex, disability, sexual orientation, gender identity, or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Director of Compliance. You may request academic adjustments or auxiliary aids at any time. The ADA 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:

1) Notify the ADA 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:

   ADA Director of Compliance: Tera Thorne
   1515 Sports Drive, Sacramento, CA 95834
   Telephone: (916) 929-4242 x220
   Email: compliance@federico.edu

2) The Director of Compliance will respond within two weeks of receiving the request.
3) If you would like to appeal the decision regarding your request, please follow the steps below in the Section 504 Internal Grievance Procedure Policy. Appeals must be submitted within 15 days of receiving the ADA Director of Compliance's decision.

SECTION 504 INTERNAL GRIEVANCE PROCEDURE

It is Federico Beauty Institute's policy not to discriminate on the basis of disability. The Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Tera Thorne, who has been designated to coordinate the efforts of the Institute to comply with Section 504. The Director of Compliance can be contacted by phone at (916) 929-4242 ext. 220 or by email at compliance@federico.edu.

Any person who believes she/he has been subjected to discrimination on the basis of disability may file a grievance pursuant to the procedure outlined below. The Institute will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

Procedure:

Grievances must be submitted to: Jeremy Federico, 1515 Sports Drive, Sacramento, CA 95834, ph (916) 929-4242 x207, jfederico@federico.edu; the Section 504 Grievance Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Grievance Compliance Coordinator (or designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Grievance Compliance Coordinator will maintain the files and records relating to such grievances. The Section 504 Grievance Compliance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The Institute will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate. The Institute will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements.

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, the designated ajf client parking spots, or in the designated staff parking area behind the school.**

ACADEMIC MODELS

A student may be required to perform work on an outside model for completion of an academic module. The model must be at least 16 years of age and cannot be a student who is scheduled to be on the clock. 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.

REQUIREMENT TO GIVE AND RECEIVE SERVICES

A student may be required to perform services on or receive services from another student during class 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 50% off regular service prices. Cosmetologists & Barbers may submit up to five names prior to being placed on the clinic floor for the first time. *Up to two of the five spots can be held open and filled at a later date*. 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. This cannot be combined with any other offers.

USE OF SCHOOL PRODUCTS

Professional products/materials 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. Clients/students must use products that the school carries and actively supports (with MSDS on file) when receiving a service.

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 students must purchase access to the Pivot Point educational bundle.

RESOURCE MATERIALS AVAILABLE

Students have access to a library of resources located on Pivot Point LAB. Free public WIFI is available.

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:** 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.

* 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.

CAREER SERVICES

The career services department provides job placement assistance, externship assistance and books guest speakers into our institution. 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
Esthetics:	20 hours

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

The events that Federico Beauty Institute supports will have a designated educator or faculty member in attendance. Credit given for field trips 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 educator or faculty member 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 field trip falls on a scheduled school day, a student may receive up to their regular scheduled hours if that exceeds four hours. In this case student must sign in and out at designated times to receive full hours.

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, external fashion shows, 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. Examples of Internal Advanced education include Federico Advanced Trainings and AJF Academy classes. 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).***

SATURDAY SCHOOL SIGN-UPS

The school will allow AM students to sign-up for Saturday school on a weekly basis. Each week a sign up list will be available at the front desk. The number of students who are chosen is dependent on the number of appointments booked. If there are more students signed up than needed, the students will be chosen at random, on Friday by 12pm. Once chosen, you will be asked to sign a contract verifying the terms of the agreement. Student can sign up if Saturday is NOT part of their normal schedule and if they have completed the necessary classes. Cosmetology and Barber students must complete their first haircutting 1, haircutting 2, and color class to be eligible. Esthetics students must have completed phase 1 and phase 2.

FRIDAY SCHOOL SIGN-UPS

The school will allow PM students to sign-up for Friday work in the dispensary on a weekly basis. Each week a sign up list will be available at the front desk. One barber or cosmetology and one esthetician student will be chosen at random. Once chosen, you will be asked to sign a contract verifying the terms of the agreement. Student can sign up if they have completed the necessary classes. Cosmetology and Barber students must complete their first haircutting 1, haircutting 2, and color class to be eligible. Esthetics students must have completed phase 1 and phase 2.

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 AMBASSADOR PROGRAM

Occasionally the school needs exemplary students to act as representatives at events, career/job fairs and special activities. The Ambassador 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 Ambassador program will be gifted a T-shirt denoting their status that they must wear when representing the school at designated events. Students will also be eligible to participate in additional student opportunities. Upon graduating these students will receive a certificate to recognize their achievement.

The process to participate is as follows:

1) Cosmo/Barber must have completed first rotation on the clinic floor. Esthetics student must have completed models week.
2) Students must be nominated by at least one staff member explaining why the student would be a good candidate for the Ambassador Program.
3) Students must maintain Satisfactory Academic Progress and be at least 85% cumulative attendance at time of evaluation.
4) Student must not have been advanced to step 2 (infraction), or strike 1 (violation), or above in Student Development System.
5) Student must submit a typed one page essay advocating the qualities and attributes they possess that would make them an asset to the program OR a one to two minute video, explaining one principle of RIC and how they possess that quality to make a great student. The essay/video must be reviewed and approved by Federico staff
6) All eligible students will be evaluated by three Federico Beauty Institute staff member's .The prospective Ambassador student will be scored on a scale of one (poor) to five (excellent) by each evaluator in the following areas: Attitude, Professionalism, Ability to Follow Direction, Customer Service Skills, Interpersonal Skills, Reflects Look of Industry.
    - A student must receive a score of 4.0 or above per evaluation to qualify for the Ambassador Program and must be approved by DOE.

Ambassador students will be representing the school and should always display professionalism, respect, courtesy and reflect the look of our industry. These students should have good relationships with their peers, staff members and school clients. Ambassador students will be chosen for events based on a rotation and qualifications needed to participate in each event/activity. In addition to events, students approved to participate in the program will be eligible to take part in the following opportunities:

Assist during Federico Advanced classes and receive clock hours for all time attended.

Salon Professional dress on Friday.

Access to Infinity wall during approved time periods with educator supervision.

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.

EXTERNSHIP PROGRAM

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; Barber 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.**

O) In accordance with California and Federal regulations, externship program hours may not exceed 10% of the total course and/or program hours. Externship clock hours may not exceed: 160 for Cosmetology, 150 for Barber & 60 for Esthetics.

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. The institution will notify students at all evaluation points as these evaluations can impact student's financial aid eligibility. You will be evaluated on three criteria, (1) Attendance (must average at least 85% of **scheduled hours** of attendance), (2) Written and practical exam scores, (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 obtained on written exams and practical grades obtained by hands-on examinations.

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%

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 x 30 = 25.5).

   The maximum time frame for a student to maintain Satisfactory Academic Progress is 117% of their scheduled enrollment. In order to complete within the maximum time frame, a student must maintain at a minimum an average of 85% of their scheduled enrollment.

   In the event of extended absences, students 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.

   Leave of absences will extend contract period and maximum time frame by the amount of time taken on the leave of absence. *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.* 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. *See Leave of Absence Policy for additional details.*

   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 scheduled 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 scheduled evaluation.

EVALUATION PERIODS

Because SAP evaluations can affect student's eligibility for financial aid, all students must be in compliance with the Satisfactory Academic Progress policy at the end of each evaluation period or term of the course.

At each evaluation period, students meet individually with staff 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 an evaluation 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 evaluation period.

If at the end of the evaluation 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 evaluation 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 & Cosmetology distance hybrid courses of 1600 clock hours:

Eval Period	Eval Point (Scheduled Hours)	Minimum Required Hours	Max Hours Missed	Minimum Required Weeks
1	450	383.50	67.50	13
2	900	765.00	135.00	13
3	1250	1062.50	187.50	12
4	1600	1360.00	240.00	12

For Barber & Barber distance hybrid courses of 1500 hours:

Eval Period	Eval Point (Scheduled Hours)	Minimum Required Hours	Max Hours Missed	Minimum Required Weeks
1	450	383.50	67.50	13
2	900	765.00	135.00	13
3	1200	1020.00	180.00	10
4	1500	1275.00	225.00	10

For Esthetics & Esthetics distance hybrid courses of 600 hours:

Eval Period	Eval Point (Actual Hours)	Minimum Required Hours	Max Hours Missed	Minimum Required Weeks
1	300	255.00	45.00	10.00
2	600	510.00	90.00	10.00

**An esthetics student who misses in excess of 105.80 hours will be withdrawn from school.*
**A Barber Transfer student who misses in excess of 40 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.

MAXIMUM TIME FRAME

Students who exceed the institution's maximum time frame of 117% of scheduled hours may be subject to over time fees and be required to make cash payments (See Tuition Fee for Additional Training). All payments, including over time fees are due prior to graduation.

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 the Unsatisfactory Progress determination. The school will determine if SAP can be met by the end of the subsequent evaluation period. If not, 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 appeal is accepted, the student will be still considered eligible for financial aid until their next evaluation and be considered on **Financial Aid Probation**. If the students appeal is denied, the student can be subject to termination. If allowed to continue enrollment after a denied appeal, the student cannot be placed on SAP probation and must make payment arrangements with the school. They may also 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. 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. 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 a student's termination appeal be denied, they may appear before an appeal board to present their case (except in the case of appealing SAP). If a student elects to appear before an appeal board, they consent 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 for two consecutive months will be placed on probation. If at the end of the probation period the minimum requirements are not met, VA benefits will be terminated.

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

Attendance will be certified for 100% attendance to the VA. Missing any time will result in benefits not being paid to the student for any time the student is still attending school past the 100% graduation date.

If certification is terminated, the student may be responsible to repay the VA any tuition and/or personal stipends the VA has already paid for my education at Federico. Students will be notified by the VA if this is the case.

Previously terminated certification may be reinstated by meeting the minimum requirements.

Students receiving VA benefits are not eligible for the externship program.

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

**applies to Cosmetology, Barber and Esthetic students*

COURSE INCOMPLETE

Course incomplete, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction and therefore have no effect upon SAP standards.

COURSE DURATION

Federico Beauty Institute's Cosmetology, Cosmetology distance hybrid, Barber, barber distance hybrid, Esthetics and Esthetics distance hybrid courses are clock hour programs. Graduation dates are based on actual school attendance and are subject to change.

Course	***Required Hours***	***Months***
Cosmetology & Cosmetology Distance Hybrid Full-time	1600	53.3 weeks*
Cosmetology & Cosmetology Distance Hybrid Part-time	1600	80.0 weeks*
Barber & Barber Distance Hybrid Full-time	1500	50.0 weeks*
Barber & Barber Distance Hybrid Part-time	1500	75.0 weeks*
Esthetics & Esthetics Distance Hybrid Full-Time	600	20.0 weeks*
Esthetics & Esthetics Distance Hybrid Part-Time	600	30.0 weeks*

The normal time graduation date or contract end date allows for an absence rate of 10% and all school observed holidays. See enrollment agreement for exact contract 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 on a case by case basis.
- All student discount privileges are revoked while on LOA.
- LOA's together with any other leaves of absence cannot exceed a total of 180 days in any 12-month period.
- Students must follow the institution's LOA policy.

Additional LOA's may be granted if the reason needed is a reasonable accommodation of a disability.

LOA PROCEDURES

1. The student must notify administration that he/she will be requesting a Leave of Absence. This notification need not take any particular form and can be by phone, email, or any other written request. Once The School receives your request, you will be contacted notifying you if the LOA can be approved or not. The date of this notification will be the *official request date.* On occasion, unforeseen circumstances may prevent this from happening. For example, if a student were injured in a car accident and needed a few weeks to recover before returning, the student would not have been able to request the LOA in advance. In this case, the LOA beginning date would be

determined by The School to be *the first date the student was unable to attend school.*

2. In order to grant a LOA to a student, there must be a reasonable expectation that the student will return from the leave.
3. The LOA request, 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. In some instances, due to unforeseen circumstances, this may not be possible. In this case, the documentation should be provided at the earliest available opportunity.
4. No additional institutional charges will be assessed during a LOA.
5. A student granted an LOA that meets the LOA criteria is not considered to have withdrawn and no refund calculation is required at this time.
6. The Institution will extend the student's contract period by the same amount of time taken in the LOA.
7. 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. The student will be notified by Administration if the extension is approved.
8. 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.
9. If a student does not return from a LOA, the student's official withdrawal date will be the last date of attendance.

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 COMPLETING COURSE OF STUDY (GRADUATION COUNSELING)

Approximately four to six weeks prior to a student's expected graduation date an appointment for graduation counseling will be set by the Alumni Services Coordinator for the following:

1. Provide projected graduation date and review all hours and operations for accuracy. Students who have not completed all operations and theory hours will not be permitted to give or receive personal services until operation and theory hour requirements are 100% completed.
2. The student will be given a passport date. The passport date reflects the date two weeks prior to student graduation at the time of graduation counseling. This date does not change regardless of time made up.
3. All Lost Time forms must be presented. The student can also elect to increase their schedule to make up these hours.
4. Students will be given a review of all tuition and supply accounts by administration. Final payment must be received by passport date and paid in cash, money order, or credit card (unless other payment arrangements have been made).
5. All required operations, theory hours and written/practical exams must be completed with a passing score by passport date.
6. Exit loan counseling must be completed, if the student has a federal loan.
7. All students must complete an evaluation of course and a diploma request form.
8. All student information such as address and phone number must be updated if necessary.

On Passport Date:

1. Student is responsible for ensuring that 98% of clock hours, theory hours and operations are complete.
2. Student is responsible for ensuring that all written and practical exams are completed/passed, including state board prep exam.
3. Student is responsible for ensuring that exit loan counseling is complete if they have received student loans.
4. Student is no longer eligible to make up hours except for lost time form redemption. Make up hours will not be accepted even if the student has already paid for additional classes that are school approved.

On The Final Day of School:

1. Students with all accounts in good standing will receive their Proof of Training and Diploma at final clock out.

ENTRANCE/EXIT COUNSELING:

You are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to www.studentloans.gov, and sign in using your FSA ID.

Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent.

For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to https://studentloans.gov.

If a student withdraws or terminates and DAB is unable to have the student complete exit counseling prior to the students departure, DAB will send a letter to the student, requesting exit counseling to be completed at www.studentloans.gov

GRADUATION DOCUMENTATION

When a student has completed the required course hours, theory hours, practical operations, passed all practical and written exams with a GPA of "C" (75%) or better and has met all financial obligations he/she is awarded a diploma certifying graduation. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. A Proof of Training Document is also awarded to certify completion to The Board of Barbering and Cosmetology. The Distance Education component of the course is documented in completion paperwork.

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 as demonstrated by exam scores/grades.

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	Cosmetology & Cosmetology Distance Hybrid
1125	Barber & Barber Distance Hybrid
450	Esthetics & Esthetics Distance Hybrid

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 – EFFECTIVE February 8, 2021

Course	Tuition	Registration*	Insurance	STRF**	Supplies	Text	Uniforms	Total
Cosmetology	$18,400.00	$75.00	$10.00	$11.00	$2,695.34	$728.29	$26.94	$21,946.57
Barber	$16,875.00	$75.00	$10.00	$10.50	$2,837.59	$751.02	$26.94	$20,586.05
Esthetics	$8,400.00	$75.00	$10.00	$5.00	$1,290.04	$432.02	$26.94	$10,239.00

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. This estimate includes applicable sales tax.

* Registration, Insurance and STRF Fees are non-refundable

**STRF is calculated based on the formula from BPPE. The current rate is $0.50 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 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.

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.

Additional Incurred Costs (Outside) for all courses:

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

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.

ESTIMATED TOTAL CHARGES FOR PERIOD OF ATTENDANCE

Cosmetology: $21,946.57
Barber: $20,586.05
Esthetics: $10,239.00

INITIAL DEPOSIT

An initial deposit of $150.00 is required prior to contracting. This deposit secures a seat in your chosen class. The deposit is comprised of the following Fees:

- Registration (required) $75.00 – Non-Refundable
- Insurance (required) $10.00 – Non-Refundable
- Locker Deposit (not required) $20.00 – Refund Upon Completion
- Tuition Deposit (required) $25.00-$65.00 – Pro Rata per Refund Policy

For example, if you enroll in a class, pay for your tuition at the time you enroll, and do not want to have a locker to store your supplies in the $150.00 deposit would be broken down as follows:

- Registration $75.00
- Insurance $10.00
- Tuition Deposit $65.00

Of which $85.00 would be 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 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.

STUDENT TUITION RECOVERY FUND (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

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

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 (EXTRA INSTRUCTIONAL CHARGES)

Each course must be completed within the following total possible hours to avoid incurring any overtime charges.

- Cosmetology required 1600 hours/normal time allowance hours 1760
- Barber required 1500 hours/normal time allowance hours 1650
- Esthetics required 600 hours/normal time allowance hours 660
    - The student must complete the required hours within the normal time hour allowance, regardless of the estimated completion date on the enrollment agreement (contract). If the student fails to complete the required hours, their training will stop or an additional training fee will be charged. This fee will be charged for all hours that have elapsed beyond the normal time hour allowance 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 normal time possible hour allowance.
    - Any lost time hours not made up prior to the student's normal time graduation date will not be subject to an overtime charge.
    - 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.
    - Overtime charges are as follows:
        - Cosmetology & Cosmetology Distance Hybrid $11.50 per hour
        - Barber & Barber Distance Hybrid $11.25 per hour
        - Esthetics & Esthetics Distance Hybrid $14.00 per hour

Example: Cosmetology student completes 1600 hours in 1860 possible hours. The normal time allowance is 1760 hours. $11.50 x 100 extra needed hours = $1,150.00 in overtime charges.

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 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone: 916-574-8900; 888-370-7589; Fax: 916-263-1897; website: 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

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. The catalog is updated at least annually. 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
Gregory Rupert	Director of Education

Administration	
Serena Policarpio	Lead Admissions Advisor
Sarah Naranjo	Admissions Advisor
Kristen Hunter	Financial Aid Officer
Erika Noonan	Financial Aid Advisor
Alex Gonzalez	Alumni Services Coordinator
Rosie Frazee	Administrative Assistant
Monica Quinn	Graphic Designer
Tammy Johnson	HR Coordinator/Bookkeeper

Educators	
Kerry Hernandez	Cosmetology
Bernadette Alfaro	Lead Cosmetology
Rachel Bonachea	Cosmetology
Cathy Bunn-Lamons	Cosmetology/Esthetics
Bianca Ratti	Cosmetology
Jocelyn VanAuken	Cosmetology
Mario Rupert	Cosmetology
Claudette Bulaclac	Esthetics
Marjorie Arnett	Esthetics
Jasmine Patterson	Lead Esthetics
Jason Pliler	Barber
Veronique Williams	Barber

Operations	
Jacqueline Hanan	Operations Manager
Lacey Burch	Operations Staff
Laura Clute	Operations Staff
Erika Baldwin	Operations Staff
Samantha McManus	Operations Staff

Compliance	
Cara Kinzel	Compliance

Café	
Amelia Bertera	Café Manager
Jesus Mendoza	Cook

FACULTY QUALIFICATIONS

Educator Name		License Held	Number of years as an Educator
Alfaro	Bernadette	Cosmetology	2
Bonachea	Rachel	Cosmetology	.5
Bunn-Lamons	Cathy	Cosmetology	18
Federico	Adam	Cosmetology	22
Pliler	Jason	Barber	2
Rupert	Greg	Cosmetology	3
VanAuken	Jocelyn	Cosmetology	1
Williams	Veronique	Esthetics/Barber	.5

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

We accept cash, credit card (other than American Express), check, money order, student loan, Title IV.

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.

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
- ✓ WIA Vouchers
- ✓ SETA (Sacramento Employment Training Agency)
- ✓ Vocational Rehabilitation
- ✓ CalJobs
- ✓ Veterans Educational Assistance Program (VEAP) including the GI Bill®

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.

As State, Locally & non-Title IV administered programs, such as CalJobs, Vocational Rehabilitation, WIA, SETA & VEAP are awarded on a case by case basis you will need to consult with a financial aid staff member for the amount of aid you may be eligible & the procedure you need to follow based on your personalized financial aid package.

NSLDS DISCLOSURE

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

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 REPAID.

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 of 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

Notice of Students Rights and Obligations

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. 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 registration and credit check fees if the contract is cancelled within this timeframe.

The date by which you must cancel your contract and receive a refund of all monies paid designated for tuition less the registration and credit check fee is referred to as "Cancellation Date" on pg. 1 of 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 the registration, credit check, insurance, STRF and locker deposit not to exceed $125.00 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 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 charged to the student account. 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 email. 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 non-refundable fees, 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 issued to 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 $4,240.00 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 registration/insurance/STRF fees (not refundable)	$85.
Less cost of unreturnable equipment	$525.
Equals amount paid for instruction	$6,790.

Tuition cost	$6,790.00
Hours in the course	1,600
Hourly charge	$4.25

Paid for instruction	$6,790.
Hours scheduled	600
Tuition owed 600 x $4.25	$2,550.
Refund due	$4,240.

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.
Termination by Institution (a $75.00 registration fee will apply):
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 determnation 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 is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid.

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

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 CONCERING TRANSERABILITY 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 you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 will transfer.

BPPE Performance Data: Prior to signing an 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, at 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 2020

Barber 2019
Completion Rate: 68.89%
Placement Rate: 80.33%
Licensure Rate: 92.00%

Cosmetology 2019
Completion Rate: 75.00%
Placement Rate: 68.52%
Licensure Rate: 92.00%

Esthetics 2019
Completion Rate: 92.47%
Placement Rate: 50.75%
Licensure Rate: 95.74%

All Programs 2019
Completion Rate: 81.33%
Placement Rate: 61.85%
Licensure Rate: 93.81%

INDUSTRY DEMAND & REQUIREMENTS

Licensing Requirements

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

Health & Safety
Many harsh chemicals, hot tools and sharp instruments are used in the beauty & barber 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 carpel 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, Barber, 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.

EARNING AND INCOME

Potential Earning For a Graduate

May 2018 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates US BLS Sacramento--Arden-Arcade--Roseville, CA

Occupation code	Occupation title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
39-5012	Hairdressers, Hairstylists, and Cosmetologists	detail	1,520	19.4%	1.665	0.66	$11.65	$14.16	$29,440	8.3%
39-5094	Skincare Specialists	detail	90	23.4%	0.094	0.30	$13.26	$17.73	$36,880	12.0%

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.
(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.
(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.
(4) Wages for some occupations that do not generally work year-round, full time, are reported either as hourly wages or annual salaries depending on how they are typically paid.
(5) This wage is equal to or greater than $100.00 per hour or $208,000 per year.
(8) Estimates not released.
(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.
https://www.bls.gov/oes/current/oes_40900.htm#39-0000
This is the California State employment data for **all** areas of employment

https://www.bls.gov/oes/current/oes_ca.htm#39-0000

Occupation code	Occupation title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
39-5011	Barbers	detail	1,320	35.6%	0.083	0.73	$15.20	$14.41	$29,980	7.1%
39-5012	Hairdressers, Hairstylists, and Cosmetologists	detail	27,180	6.2%	1.702	0.68	$11.70	$14.97	$31,130	2.6%
39-5091	Makeup Artists, Theatrical and Performance	1,710	8.5%	0.107	4.17	$36.06	$37.57	$78,140	6.0%	1,710
39-5092	Manicurists and Pedicurists	20,590	8.7%	1.290	2.00	$10.75	$11.39	$23,690	1.1%	20,590
39-5093	Shampooers	detail	790	27.6%	0.049	0.45	$11.17	$11.50	$23,920	4.3%
39-5094	Skincare Specialists	detail	5,930	11.3%	0.372	1.19	$14.64	$16.26	$33,830	2.8%

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – CLEARY ACT

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the

institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2017 and 12/31/2019. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: October 1, 2020
Occurrences REPORTED within the 2017, 2018 and 2019 Calendar Years

Campus Safety and Security Survey

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between 01/01/2018 and 12/31/2018. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Campus Safety and Security Survey

Criminal Offense	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses -Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses – Public Property

Criminal Offense	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

VAWA Offenses – On Campus

Crime	2017	2018	2019
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses – Public Property

Crime	2017	2018	2019
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – On Campus

Crime	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property

Crime	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Crime	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property

Crime	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crime

Crime	2017	2018	2019
Total unfounded crimes	0	0	0

New Reporting as of 10/1/2019

Crime	2017	2018	2019
Incidents of sexual assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Hate Crimes – On Campus

Occurrences of Hate Crimes Category of Bias for crimes reported in 2019									
Criminal Offense	**2019 Total**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Category of Bias for crimes reported in 2018									
Criminal Offense	**2018 Total**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Disability**	**Ethnicity/ National Origin**		
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0		
Rape	0	0	0	0	0	0	0		
Fondling	0	0	0	0	0	0	0		
Incest	0	0	0	0	0	0	0		
Statutory Rape	0	0	0	0	0	0	0		
Robbery	0	0	0	0	0	0	0		
Aggravated Assault	0	0	0	0	0	0	0		
Burglary	0	0	0	0	0	0	0		
Motor vehicle theft	0	0	0	0	0	0	0		
Arson	0	0	0	0	0	0	0		
Simple assault	0	0	0	0	0	0	0		
Larceny-theft	0	0	0	0	0	0	0		

Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0
Category of Bias for crimes reported in 2017							
Criminal Offense	**2017 Total**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Disability**	**Ethnicity/ National Origin**
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes – Public Property

Occurrences of Hate Crimes **Category of Bias for crimes reported in 2019**									
Criminal Offense	**2019 Total**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0

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

Category of Bias for crimes reported in 2018

Criminal Offense	2018 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2017

Criminal Offense	2017 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0

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

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.

(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.

(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911).**

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours staring at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
   (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
   (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
   (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following

is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

a. Do not leave personal property in classrooms.
b. Report any suspicious persons to your institutional official.
c. Always try to walk in groups outside the school premises.
d. If you are waiting for a ride, wait within sight of other people.
e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.

(i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
(ii) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
(iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).

(iv) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care servicer.

(v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.

(vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:

(A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and

(B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense

(vii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.

12. The institution provides the following website to obtain information concerning the registration of sex offenders' arrest.

https://www.nsopw.gov/en-US/Search

13 Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

14 **Definition of On-Campus Student Housing Facility**: For the purposes of the Cleary Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned of controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

15 **Campus Law Enforcement Policies**: All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:

- A description of the law enforcement authority of the campus security personnel.
- A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
- An statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
- Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.
This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies
This institution encourages students to immediately report an incident where an emergency evacuation will be

needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

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

Fire safety (668.49)
Missing students (668.46(h))
Emergency notifications 668.46(g))
Hate crimes 668.46(c))

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

Name of institution's Director of Financial Aid	Joe Federico
School Name	**Federico Beauty Institute 0217-01**
Street address	1515 Sports Dr.
City, State Zip	Sacramento CA 95834
Phone No.	916-929-4242 x211

FACILITY MAP – FIRE ESCAPE PLAN

