



# School Catalog

December 1, 2016 until December 31, 2017

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706 E 1<sup>st</sup> Street Los Angeles, CA 90012 · 213 253 9999 · [www.kcbeautyacademy.com](http://www.kcbeautyacademy.com)  
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## MISSION

The mission of the KC Beauty Academy is to offer student the training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination. Successful students will be able to work effectively in the beauty industry.

## EDUCATIONAL OBJECTIVES

- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in the field of Cosmetology;
- ✓ To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- ✓ To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.

### *Non-Discrimination Policy*

KC Beauty Academy is non-sectarian and does not discriminate with regard to race, religion, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.

This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

### *Disclosure Statements*

1. KC Beauty Academy is a private postsecondary institute approved by the Bureau for Private Postsecondary Education, [www.bppe.dca.ca.gov](http://www.bppe.dca.ca.gov) and by the California Board of Barbering and Cosmetology, [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)
2. 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.
3. 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 P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: (916) 431 6959 Fax: (916) 263 1897.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).
5. KC Beauty Academy does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.).
6. KC Beauty Academy students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. KC Beauty Academy does not offer English as a second language.
7. This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue an I-20 visa. This institution does not offer any visa services and cannot vouch for a student's status.

8. KC Beauty Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.
9. KC Beauty Academy has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
10. **KC Beauty Academy does not offer state or federal financial aid programs.**
11. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.
12. At the present time, KC Beauty Academy does not have an articulation agreement or transfer agreement with any other college or university.
13. KC Beauty Academy is a candidate for accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS), located at 3015 Colvin St. Alexandria, VA 22314.  
Phone: (703) 600 7600 Fax: (703) 379 2200

## **FACILITIES**

### *School*

All class sessions are held at the main KC Beauty Academy campus, which occupies 3,109 square feet in a facility located at 706 E 1<sup>st</sup> Street Los Angeles, CA 90012.

The academy is divided into reception area, office, dispensary, theory and practical classrooms, clinic, student lounge, and library. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicure tables and tools, lockers (note students provide their own locks), and other equipment are furnished for the benefit of students. The school assumes no responsibility or liability for lost or stolen personal item.

Classrooms are equipped with TV/DVD, visual aids and/or other instructional resources, which are for the use of students. The students purchase a practical kit consisting with all equipment necessary to complete their chosen course of study before they start class.

Students are responsible for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

### *Wheel chair accessible*

The campus is wheel chair accessible. Students with special needs are advised to meet with the Chief Academic Officer to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective students' individual situation.

### *Office Hours*

Business office hours are Monday through Friday from 10:00 AM to 6:00 PM. Class sessions vary and are described in the course information section that accompanies each program. KC Beauty Academy observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

### *Library and Learning Resources*

KC Beauty Academy has established a resource center consisting of textbooks and periodicals providing information in the various cosmetology and beauty related and business administration disciplines offered by the institution. The academy subscribes to the several periodicals that expose students and faculty to the very latest in the cosmetology industry. Computers are available for student use. KC Beauty Academy also will provide students with online library resources.

## **ADMISSIONS POLICIES**

*Procedures for Admissions*

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in a KC Beauty Academy program must:

- Submit a completed Admissions Application.
- Provide proof of age.
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Should an enrolling student provide a foreign high school diploma, the student is responsible for obtaining an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma.

Note: The Board of Barbering and Cosmetology requires information regarding misdemeanors and felonies. If this applies to you it will be necessary to let an Admissions Representative know and provide a copy of the criminal record.

*Ability to Benefit*

In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to the test publisher’s guidelines by an approved Independent Test Administrator. KC Beauty Academy utilizes the nationally recognized Wonderlic exam. The Wonderlic test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments. A passing score has been determined by the school using the Wonderlic Exam. The school has established a passing score by pass rates of similar programs, discussion with Wonderlic representatives, and the ability for the student to gain employment within their chosen field.

The following provides the minimum score for which Wonderlic indicates a prospective student must achieve to demonstrate an ability to be successful in the occupations listed. KC Beauty Academy uses passing scores as recommended by Wonderlic. The academy will not accept a lower minimum passing score.

*Wonderlic Passing Scores:*

<b>Program</b>	<b>Passing Score</b>	<b>Award</b>
Cosmetology	18	Certificate
Manicure	18	Certificate
Esthetician	18	Certificate
Barber	18	Certificate
Barber to Cosmetology Crossover	18	Certificate
Cosmetology to Barber Crossover	18	Certificate

In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 225 clock hours, if the program is longer than 600 clock hours.

*Transfer Students*

College officials will grant appropriate credit for prior training within a licensed Cosmetology school in California. The institution does not allow award of credit for prior experiential learning.

Students who have had previous training outside the State of California must obtain the California Board of Barbering and Cosmetology’s evaluation and approval of transferrable hours. Additionally, if a student does not meet the reciprocity requirements as outlined by the Board, they will be allowed to complete deficient hours of training at KC Beauty Academy. All transfer students will be required to provide the above listed admissions requirements, in addition to provide a Proof of Training, documents and file number from the Board, and transcript from the student’s previous institution and provide a transfer fee of \$220.00.

### *Re-entry Students*

The school will charge a re-entry fee of \$75.00 to students who have withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

### *Notice concerning transferability of credits and credentials earned at our institution.*

The transferability of credits you earn at KC Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Cosmetology, Esthetician, Manicure, Crossover: Barbering to Cosmetology, Crossover: Cosmetology to Barbering and Barbering programs are also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending KC Beauty Academy to determine if your certificate will transfer.

## **ATTENDANCE POLICY**

KC Beauty Academy's attendance policy approximates the expectations found in a work situation. It is essential that, students learn the discipline of regular and prompt attendance as well as the skills involved in the workplace. As such, all students are required to attend class so that when the student moves from education and training into a career, we can ensure you have not only been technically trained but also understand the importance of dependability and punctuality.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of their scheduled hours of attendance. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### *Attendance*

The faculty and staff of KC Beauty Academy consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (33% or more of classroom hours) will be placed on probation without notice. If the student's attendance does not improve, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

### *Late Arrival Policy*

A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. If tardiness persists for 3 days or more, the student will be given a warning and may be placed on probation until tardiness ceases. A student may formally request a pre approved late admittance into class to the Chief Academic Officer.

### *Make-Up Hours*

Make-up hours may be accrued on those days and times outside of the student's contracted schedule per the enrollment agreement.

### *Leave Of Absence*

If a student is aware of an extended personal, medical, or other extraneous circumstance that does not allow them to attend class, a Leave of Absence request must be submitted writing prior to the start of an anticipated LOA and must be approved by the school administration. The written request must include the starting and ending date of the leave

of absence. Leaves of Absence may be granted for up to 180 days in a 12-Month period. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance.

*Attendance Probation*

Once a month student attendance is reviewed by the Administrative office and any student found to be falling below 67% attendance or have excessive tardies will be issued a warning and scheduled to meet with a school official.

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP):**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. KC Beauty Academy’s minimum satisfactory academic progress standards are:

- 67% cumulative rate of attendance
- 70% qualitative academic performance

**EVALUATION PERIODS (based on scheduled hours)**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1350, 1600 scheduled hours
Barbering	375, 750, 1125, 1500 scheduled hours
Esthetician	300, 600 scheduled hours
Manicure	200, 400 scheduled hours
Crossover	Midpoint of contracted hours

\*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

*Letter Grade and Grade Point System*

KC Beauty Academy grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution’s system.

Letter Grade	Percentage	Indicator
A	100 – 90 %	Excellent
B	89 – 80 %	Good
C	79 – 70 %	Average
D	69 – 60 %	Below Average
F	Below 59 %	Failing
I	-	Incomplete

### *Course Retake Policy*

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F). The student will be charged tuition at the appropriate rate.

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

### **WARNING**

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

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

### **APPEAL PROCEDURE**

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

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each

course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED			
			WEEKS	SCHEDULED HOURS
Cosmetology	(Full time, 37.5 hrs/wk)	1600 Hours	64 weeks	2400
Cosmetology	(Part time, 26 hrs/wk)	1600 Hours	92 weeks	2400
Manicure	(Full time, 37.5 hrs/wk)	400 Hours	16 weeks	600
Manicure	(Part time, 26 hrs/wk)	400 Hours	23 weeks	600
Esthetician	(Full time, 37.5 hrs/wk)	600 Hours	24 weeks	900
Esthetician	(Part time, 26 hrs/wk)	600 Hours	35 weeks	900
Barbering	(Full time, 37.5 hrs/wk)	1500 Hours	60 weeks	2250
Barbering	(Part time, 26 hrs/wk)	1500 Hours	87 weeks	2250
Crossover Barbering to Cosmetology	(Full time, 37.5 hrs/wk)	300 Hours	12 weeks	450
Crossover Barbering to Cosmetology	(Part time, 26 hrs/wk)	300 Hours	18 weeks	450
Crossover Cosmetology to Barbering	(Full time, 37.5 hrs/wk)	200 Hours	6 weeks	300
Crossover Cosmetology to Barbering	(Part time, 26 hrs/wk)	200 Hours	12 weeks	300

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

#### **TRANSFER HOURS**

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

#### **STUDENT ACTIVITIES AND SERVICES**

KC Beauty Academy offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

##### *Academic Counseling*

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

##### *Academic Advisement*

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student and any alteration to any program offered by school has to be preauthorized by the Chief Academic Officer.

##### *Placement Services*

KC Beauty Academy assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities, temporary assignments, and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process. Furthermore, the academy participates in the Externship program, which

provides students the opportunity to work and get hand on experience in selected salons throughout the Los Angeles area. However, we do not guarantee placement or a level of anticipated income as an inducement to enroll at KC Beauty Academy.

#### Professional Services

KC Beauty Academy does not employ a professional counselor but in the event a student is having difficulty regarding a personal matter, the academy provides informational services and professional referrals. The following support services are made available to all students and staff:

Los Angeles Domestic Violence Hotline (24 Hour)	800-978-3600
National Domestic Violence Hotline (24 Hour)	800-799-7233
Substance Abuse and Mental Health Services Help Line (24 Hour)	800-662-4357
Suicide Prevention Lifeline (24 Hours)	800-273-8255

### **GENERAL TERMS AND CONDITIONS**

#### *Dress for Success*

Professional dress is recommended at all times, and for some programs, specific uniforms are required. The dress policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of KC Beauty Academy expectations for graduation. Should one not have the proper attire to professionally interview, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Students should discuss with their instructor and/or the Placement Office, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore all students will want to look their best.

\*Good personal hygiene is required.

Students who are unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. As recommended by the local enforcement division KC Beauty Academy will not allow any attire, which is known as gang colors, or gang related clothing.

#### *General Conduct*

Students are expected to comply with college policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. KC Beauty Academy defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for college policy. Improper conduct is cause for suspension or expulsion.

The college reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The college reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

#### *Important Notice*

- Eating and/drinking is not allowed in any of the classrooms at anytime
- Children are never allowed in the classrooms. This policy is for their safety.
- Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
- Telephone: The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.
- Students are not to use any of the office equipment reserved for personnel.

An important part of the training at KC Beauty Academy includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, KC Beauty Academy has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. KC Beauty Academy's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to be as fully prepared as possible to succeed in the competitive job market. Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

#### **GROUND FOR DISCIPLINARY ACTION**

- Unsatisfactory Academic performance.
- Unsatisfactory Attendance.
- Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
- Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
- Failure to meet Financial Requirements.
- Inappropriate professional clothing worn during training.
- Failure to abide by the Rules and Regulations of the school.
- Failure to pay tuition (or any other charges) when due.
- Breach of school enrollment agreement.
- Cheating.
- Falsifying school records.
- Carrying a concealed or potentially dangerous weapon.
- Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- Instigation and/or participation in rebellious activities against the school and/or its student(s).
- Solicitation, which reflects unfavorably upon the school and/or its students
- Vandalism of school property
- Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- Fighting (physical or verbal)
- Verbal confrontation with any employee and or student.

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

#### *Student Grievance Procedure*

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the Program Director. If the matter is still not resolved, it should be brought to the attention of the Chief Academic Officer for final resolution. Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the Chief Academic Officer, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows:

- 1) The written grievance must be submitted to the Chief Academic Officer within 48 hours of the incident. The Chief Academic Officer will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Chief Academic Officer will call a Grievance Committee Hearing within 72 hours of receipt of this report.
- 2) All documentation must be submitted with the report, which is to be signed and dated by the student. The Chief Academic Officer will chair a committee meeting, which will consist of not less than 3 representatives.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Tel (916) 431-6959, (888) 370-7589  
Fax (916) 574-8648  
By e-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Mailing address:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

#### *Liability*

KC Beauty Academy assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

#### *Retention of Records*

KC Beauty Academy will maintain student records for six (6) years, as required by state law and accrediting agency. Student transcripts will be maintained indefinitely. Students and parents or guardians of dependent minors, have a right to access information contained in their education records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only students, and parents or guardians of dependent minors, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Students are not entitled to inspect the financial records of their parents.

Written consent from the student and/or parents or guardians of dependent minors is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

KC Beauty Academy will keep these records for six (6) years from the last day of attendance. After this period, all records are destroyed. The institution reserves the right to refuse to issue transcripts for training for which the

student has not paid tuition.

*Transcripts*

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

**SCHEDULE OF CHARGES**

Program of Study	Cost Breakdown					
	Registration	Tuition	STRF *	Equipment/Lab Fee	Book	Total Cost
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>		<i>Refundable if seal not broken</i>	
<b>Cosmetology</b>	<b>\$75.00</b>	<b>\$15,000.00</b>	-	<b>\$600.00</b>	<b>\$130.00</b>	<b>\$15,805.00</b>
<b>Esthetician</b>	<b>\$75.00</b>	<b>\$3,800.00</b>	-	<b>\$300.00</b>	<b>\$160.00</b>	<b>\$4,335.00</b>
<b>Manicure</b>	<b>\$75.00</b>	<b>\$2,500.00</b>	-	<b>\$300.00</b>	<b>\$130.00</b>	<b>\$3,005.00</b>
<b>Barber to Cosmetologist Crossover</b>	<b>\$75.00</b>	<b>\$2,000.00</b>	-	<b>\$300.00</b>	-	<b>\$2,375.00</b>
<b>Cosmetologist to Barber Crossover</b>	<b>\$75.00</b>	<b>\$2,000.00</b>	-	<b>\$300.00</b>	-	<b>\$2,375.00</b>
<b>Barbering</b>	<b>\$75.00</b>	<b>\$14,000.00</b>	-	<b>\$600.00</b>	<b>\$150.00</b>	<b>\$14,775.00</b>

**COSMETOLOGY PAYMENT OPTIONS:**

Down Payment for equipment, lab fee, and registration fee: \$675.00

1. Financing Options at Annual Percentage Rate of 9% by TFC Tuition Financing
2. In House Payment Plan with no interest

*\*Student Tuition Recovery Fund – At this time the State of California is not collecting these funds.*

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. Students enrolled at the time of school closure (or within 60 days of the school's closure) may be eligible for reimbursement through the Student Tuition Recovery Fund (STRF). The STRF exists to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution if the student was a California resident or was enrolled in a residency program. Additional information and an application for the Student Tuition Recovery Fund is available at [www.bppe.ca.gov/students/strf.shtml](http://www.bppe.ca.gov/students/strf.shtml).

\*Transaction fee: 3% credit card fee

KC Beauty Academy does not offer state or federal financial aid programs. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan. Cash, check, money order, credit card with a transaction fee are acceptable forms of payments. An example copy of the KC Beauty Academy payment plan contract is available upon request. All outstanding school balances must be at a zero sum before final graduation documents will be issued to the student.

**CANCELLATION AND REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$ 75.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.
9. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED IN COURSE/PROGRAM	TOTAL SCHOOL SHALL RECEIVE/RETAIN
0.01% to 60%	Pro rata calculation: based on scheduled hours x hourly rate
60.1% or more	School retains 100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$225.00.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products unreturned school property, etc.) will be calculated separately at the time of withdrawal. Books and Online Access codes that are no longer shrink-wrapped will be refunded at the school's discretion. All fees are identified in the catalog and in the enrollment agreement.

#### *Careers available to Graduates*

Graduates who receive their licenses have careers that can include: hair stylist, skin care specialist, nail technician, barber, makeup artist, salon manager or owner, salon trainer, product representative, educator, platform artist.

## CERTIFICATE PROGRAMS

### Cosmetology

A certificate program 1600 Clock Hours

O\*NET # 39-5012.00

*Program Description:*

The cosmetology program consists of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Bartering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the cosmetology industry. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

*Course completion:*

SUBJECT: Cosmetology 1600 hours	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
<b>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b>200 Hours of Technical Instruction in Health and Safety</b>		

<p><b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	20	
<p><b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</p>	45	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<b>200 Hours of Technical Instruction and Practical Training in Esthetician</b>		
<p><b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs.</p> <p>Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25	40

<p><b>Eyebrow Beautification and Make-up:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.</p>	25	30
<b>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</b>		
<p><b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicuring, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p><b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120 Nails
<p><b>Business Acumen:</b> Training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.</p>	20	

## Esthetician

A Certificate program 600 Clock Hours  
O\*NET # 39-5094.00

### *Program Description:*

The esthetician program consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of skin care pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the cosmetology industry. Passing the exam is a requisite in order to obtain a Skin Care License. The license is a requirement to operate as an esthetician in the state of California.

### *Course completion:*

KC Beauty Academy grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the required hours; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

<b>SUBJECT: Esthetician 600 hours</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>
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**350 Hours of Technical Instruction and Practical Training in Facials**

<p><b>Manual, Electrical and Chemical Facials:</b>          The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p><b>Preparation:</b>          The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.</p>	15	
<p align="center"><b>200 Hours of Technical Instruction in Health and Safety</b></p>		
<p><b>Laws and Regulations:</b>          The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b>          The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>	40	
<p><b>Disinfection and Sanitation:</b>          The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	10	
<p><b>Anatomy and Physiology:</b>          The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15	

<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</b>		
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.	20	

### **Manicure**

A certificate program  
400 Clock Hours  
O\*NET # 39-5092.00

*Program Description:*

The nail care program consists of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of nail care pursuant to Section 7316 of the Bartering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the nail care industry. Passing the exam is a requisite in order to obtain a manicurist license. The license is a requirement to operate as a manicurist in the state of California.

*Course completion:*

KC Beauty Academy grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the required hours; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

<b>SUBJECT: Manicure 400 hours</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>
<b>300 Hours of Technical Instruction and Practical Training in Nail Care</b>		
<b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicure including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 & 180 Nails

**100 Hours of Technical Instruction and Practical Training in Health and Safety**

<p><b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	
<p>Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.</p>	20	

**Cosmetologist to Barber Crossover**

A certificate program 200 Clock Hours

O\*NET # 3-5011.00

*Program Description:*

The barber crossover for cosmetologist program consists of two hundred (200) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the cosmetology industry. Passing the exam is a requisite in order to obtain a Barbering License. The license is a requirement to operate as a barber in the state of California.

*Course completion:*

KC Beauty Academy will grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the required hours; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

<b>SUBJECT: Cosmetologist to Barber Crossover 200hours</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>
<b>200 Hours of Technical Instruction and Practical Training in Shaving</b>		
<b>Shaving Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40

**Barbering to Cosmetologist Crossover**

A Certificate program 300 Clock Hours  
 O\*NET # 39-5012.00

*Program Description:*

The esthetician program consists of six hundred (300) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the cosmetology industry. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

*Course completion:*

KC Beauty Academy will grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the required hours; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

<b>SUBJECT: Barber to Cosmetologist Crossover 300hours</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>
<b>Esthetician: 200 hours</b>		
Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	2	5
Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.)	7	5

Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.)	10	15
Eye Brow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	5	5
Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	5	10
<b>Manicure: 100 hours</b>		
Water and oil manicure, including nail analysis, and hand and arm massage.	5	15
Complete pedicure, including nail analysis, and foot and ankle massage.	1	3
Artificial nails		
Acrylic: Liquid and powder brush-ons	5	10 Nails
Artificial nail tips	3	10 Nails
Nail wraps and repairs	2	5 Nails

## Barbering

A Certificate program 1500 Clock Hours

O\*NET # 39-5011.00

### *Program Description:*

The Barbering program consists of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the cosmetology industry. Passing the exam is a requisite in order to obtain a Barbering License. The license is a requirement to operate as a cosmetologist in the state of California.

### *Course Completion*

KC Beauty Academy will grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the required hours; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

<b>SUBJECT: Barbering 1500 hours</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>
<b>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</b>		

<p><b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65	240
<p><b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	105
<p><b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	50
<p><b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80

**200 Hours of Technical Instruction and Practical Training in Shaving**

<p><b>Shaving Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.</p>	100	40
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**200 Hours of Technical Instruction in Health and Safety**

<p><b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	20	
<p><b>Health and Safety Considerations:</b> Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.</p>	45	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	

<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	
<b>Business Acumen:</b> Training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.	20	

*California State Board of Cosmetology License Information*

In order to obtain licensure in California from the California State Board of Barbering & Cosmetology in cosmetology, esthetician, nail technology or barbering students must complete the California State Board of Cosmetology requirements listed below at a Board certified school:

*Licensing requirements:*

Applicants must be 17 years of age or older and have completed the 10th grade in the public schools of this state or its equivalent. A license will be granted by the State of California Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the program as described above and passed the licensing exam with an overall average of 75%. A Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is required to apply for the State of California Board of Barbering and Cosmetology licensure examinations. Applicants must also complete the appropriate hours for their program and submit the required application and licensing fees listed below:

Cosmetology	\$125	1600 hours
Barbering	\$125	1500 hours
Esthetician	\$115	600 hours
Manicure	\$110	400 hours
Re-exam	\$75	

\*For an additional fee students will rent from various companies, the necessary supplies to take the exam. The fees above are separate from the academy's tuition and fees.

California State Board of Barbering and Cosmetology  
 P.O. Box 944226 Sacramento, CA 94244-2260 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)  
 800-952-5210 (phone) 916-575-7281 (fax)

*Graduation*

KC Beauty Academy will grant a Diploma of Graduation, an Official Transcript of Hours and a California Board of Barbering and Cosmetology Proof of Training document for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

*Ownership*

KC Beauty Academy is owned by Glenn Koach.

*Administrative Control Staff*

Glenn Koach Chief Executive Officer

Yuko Koach Chief Academic Officer

*Faculty*

The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

Yuko Koach Director of Education

Matthew Garcia Head Educator – Hair

Charisse Muhammad Licensure Educator

All faculty members have a minimum of three years' experience in their field of instruction.

All attend continuing education programs in teaching methodology and professional development.

*Academic Calendar*

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

2017 Holidays

New Year's Day                      January 2

Martin Luther King Day            January 16

President's Day                      February 20

Memorial Day                        May 29

Independence Day                  July 4

Labor Day                              September 4

Veterans Day                        November 10

Thanksgiving Day                  November 23

Christmas Day                        November 25

\*Winter Break: December 24, 2017 through January 1, 2018



## New Student Orientation Receipt of Information

I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and associated costs for the specific courses. Additionally, I have received information concerning the following topics during my orientation:

- Program Objectives (p. 4)
- Job Opportunities in the Chosen Field and Requirements (p. 14)
- Program Outlines (p. 5)
- Course Lengths and Schedules (p. 15)
- Licensure Requirements (p. 24)
- General School Policies
  - Clocking Procedures
  - Dress Code (p. 10)
  - Standards of Conduct/Rules (p. 10)
  - Student Grievance Policy and Procedure (p. 12)
  - Leave of Absence Policy (p. 7)
  - Disciplinary Policy (p. 11)
  - Counseling Resources and Procedures (p.9)
  - Satisfactory Academic Progress (p.7)
- Financial Payment Plan Review (p. 13)
- Safety, First Aid
  - Evacuation Procedures
  - Location and Use of Fire Extinguishers
- Immigration Information (if applicable)

Print Name:	
Signature:	Date:
Social Security or Student number:	