

KC BEAUTY ACADEMY
ACADEMY | SALON | STUDIO

School Catalog

December 1, 2017 until December 31, 2018

706 E 1st Street Los Angeles, CA 90012 · 213 253 9999 · www.kcbeautyacademy.com
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TABLE OF CONTENTS

Mission	4
Educational Objectives	4
Non-Discrimination Policy	4
Disclosure Statements	4
Facilities	5
Office Hours	6
Library and Learning Resources	6
Admissions Policies	7
Procedures for Admissions	7
Transfer Students	7
Re-entry Students	7
Transferability of Credits	7
Attendance Progress Evaluations	8
Attendance	8
Leave of Absence	8
Make-Up Hours	8
Satisfactory Academic Progress Policy (SAP)	9
Evaluation Periods	9
Academic Progress Evaluations	9
Letter Grade and Grade Point System	9
Determination of Progress Status	9
Warning and Probation	9
Appeal Procedure	10
Re-Establishment of Satisfactory Academic Progress	10
Maximum Time Frame	10
Transfer Hours (SAP)	11
Noncredit, Remedial Courses, Repetitions	11
Interruptions, Course Incompleteness, Withdrawals	11
Student Activities and Services	12
Academic Counseling	12
Academic Advisement	12
Placement Services	12
Externship Program	12
Professional Services	13
General Terms and Conditions	13
Dress for Success	13
General Conduct	13
Importance Notice	13
Grounds for Disciplinary Action	14
Student Grievance Procedure	14
Liability	14
Retention of Records	14
Transcripts	15
Schedule of Charges	15
Student Tuition Recovery Fund	15
Cancellation and Refund Policies	16
Students Right To Cancel	16
Certificate Programs	18
Cosmetology	18
Esthetician	20
Manicure	21
Cosmetology to Barber Crossover	23
Barber to Cosmetology Crossover	23
Barbering	24
Careers Available to Graduates	26
California State Board of Cosmetology License Information	26
Work Environment and Requirements for the Cosmetology Industry	26
Graduation Requirements	26
Ownership	27

Administrative Control Staff	27
Academic Calendar	27
2017 Holidays	27
NACCAS Annual Report Information	28
Pre-Enrollment Checklist	29

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, ethnic 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 706 E. 1ST ST. Los Angeles, CA 90012 (where training is provided) is a private postsecondary institute approved by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum of 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 This approval DOES NOT Mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
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. All students are sent a school catalog digitally to the e-mail they provide on their application for admission. A hard copy of the catalog will be given to the student upon request by the admissions office. The catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
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 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.
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. All classes are taught in English. KC Beauty Academy does not offer English as a second language instruction. English proficiency will be determined by the successful completion of high school at which English is the sole language of instruction, GED certificate, undergraduate degree from the U.S., or standardized English proficiency exam completion that meet minimum score requirements. In the case the student cannot produce documentation of English proficiency using the methods listed above, an interview will be conducted by the admissions office to determine the student's English proficiency.
7. We have approval to enroll non-immigrant, foreign students. KC Beauty Academy will certify a foreign student's enrollment status on an accepted student visa application. International students do not qualify to take the state-licensing exam unless they possess a valid Social Security Number.
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. 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. There are many housing options available for students near the Institute and generally within Los Angeles. Average rent for Los Angeles County

was \$1,416 per month in 2018.

9. KC Beauty Academy does not offer state or federal financial aid programs. If a student has received federal student financial aid program funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.
10. 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.
11. At the present time, KC Beauty Academy does not have an articulation agreement or transfer agreement with any other college or university.
12. 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 KC Beauty Academy campus, which occupies 3,109 square feet in a facility located at 706 E 1st Street Los Angeles, CA 90012.

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. The school assumes no responsibility or liability for lost or stolen personal item. 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.

The academy is divided into reception area, office, dispensary, theory and practical classrooms, student clinic, student lounge, and library. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicure tables and tools, lockers (note students provide their own locks), facial tables, steamers, wax pots, and other current modalities to perform on demand services and other equipment are furnished for the benefit of students. The institution furnishes all equipment as mandated by the Board of Barbering of Cosmetology Article 6. Section 904 as listed below:

The minimum equipment for a school of cosmetology shall be as follows:

- (1) Electrical equipment for giving instruction in skin care and electrical facials.

NOTE: Equipment shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.

- | | |
|--|----|
| (2) Mannequins, with full head of hair | 10 |
| (3) Time clocks or time scanner | 1 |
| (4) Shampoo bowls | 5 |
| (5) Dryers | 6 |
| (6) Facial chairs or facial couches | 2 |
| (7) Manicure stations | 6 |
| (8) Thermal hair straighteners | |
| (A) Non-electric comb | 3 |
| (B) Stove (for non-electric combs) | 1 |
| (C) Electric curling iron | 1 |
| (D) Non-electric curling iron (at least two sizes) | 3 |
| (E) Stove (for non-electric curling irons) | 1 |
| (9) Hairstyling or barber chairs | 15 |

The minimum equipment for a school of barbering shall be as follows:

- | | |
|---|---|
| (1) Mannequins, with full head of hair | 7 |
| (2) Time clock or time scanner | 1 |
| (3) Shampoo bowls | 3 |
| (4) Dryers | 4 |
| (5) Hairstyling or barber chairs | 8 |
| (6) Electric curling iron | 1 |
| (7) Non-electric comb | 1 |
| (8) Non-electric curling irons (at least two sizes) | 2 |
| (9) Stove (for non-electric combs) | 1 |
| (10) Towel steamer | 1 |

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 also made available for student at all times, to access online course material. To access any library material, a student is required to sign in and out with date, time, and signature each time a resource is being used on checklists provided at the resource center.

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. Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability to Benefit exam prior to admission.
- English proficiency will be determined by the successful completion of high school at which English is the sole language of instruction, GED certificate, undergraduate degree from the U.S., or standardized English proficiency exam completion that meet minimum score requirements. In the case the student cannot produce documentation of English proficiency using the methods listed above, an interview will be conducted by the admissions office to determine the student's English proficiency.

Admission Requirements for International Students

We have approval to enroll non-immigrant, foreign students. KC Beauty Academy will certify a foreign student's enrollment status on an accepted student visa application. International students do not qualify to take the state-licensing exam unless they possess a valid Social Security Number.

International student applicants who may qualify for admission to KC Beauty Academy are:

- **International Students:** those who are neither American citizens nor permanent residents of the United States in possession of a current M-1 visa.
- **Transfer Students:** those who are currently studying at another accredited school under an approved M-1 visa and wish to transfer to KC Beauty Academy.
- **Change of Status Students:** those who are already in the United States on a different type of visa and who wish to change to an M-1 visa.

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 basic skills test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The minimum passing score for this test is Verbal 200 points and Quantitative 210 points. An independent proctor will administer this test. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a waiting period and the independent test agency will explain and provide you with the re-testing procedures.

Transfer Students

The institution 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 \$200.00. KC Beauty Academy does not have maximum number of clock hours it will transfer from another institution.

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 per their schedule on their enrollment agreements, 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 PROGRESSEVALUATIONS

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 considered not meeting SAP requirements and thus will be issued a warning. If the absenteeism persists for an additional evaluation period, the student will be notified and placed on probation. If the student's attendance does not improve, the student will be dropped from the program. A student who is absent, without contact to the institution, for 14 consecutive days, will be automatically withdrawn 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 (LOA)

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 in writing prior to the start of the LOA and must be approved by the school administration unless unforeseen circumstances prevent the student from doing so. The written request must include the starting and ending dates of the leave of absence, include the reason for the student's request, and include the student's signature. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collect the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen circumstance. There must be reasonable expectation that the student will return from the LOA.

Leaves of Absence may be granted for up to 180 days in a 12-Month calendar year. KC Beauty Academy will not assess the student any additional charges as a result of the LOA. A student granted a leave of absence that meets these criteria is not to have considered withdrawn and no refund calculations is required at the time. KC Beauty Academy will extend the student's contract period by the same number of days taken in the leave of absence. A contract addendum will be completed upon the student's return. The students contract end period and maximum time frame will be extended by the same number of days in the leave of absence. Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last 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
Cosmetology to Barber Crossover	100, 200 scheduled hours
Barber to Cosmetology Crossover	150, 300 scheduled 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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%. Students who are unable to perform with a passing grade have the option to make up failed or missed tests and incomplete assignments.

Letter Grade and Grade Point System

Following is the letter grade/numerical equivalents of the institution's system:

Letter Grade	Percentage	Indicator
A	100 – 90 %	Excellent
B	89 – 80 %	Satisfactory
C	79 – 70 %	Average
F	69 and below	Failing

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 and will be withdrawn from the institution. Furthermore, probationary students who fail to meet SAP by the conclusion of the probationary period will lose any remaining eligibility for student financial aid and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards.

*At this time, KC Beauty Academy is currently not eligible to participate in federal Title IV financial aid programs.

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.

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:

MAXIMUM TIME ALLOWED

COURSE			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, 37.5hrs/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.

TRANSFER HOURS (SAP)

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward their program at KC Beauty Academy will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

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.

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.

Unofficial Withdrawal

If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program. The date of withdrawal will be determined as the twentieth day the student was absent from school. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 14 consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date. Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance.
- Failure to maintain satisfactory progress for two consecutive evaluation periods.
- Failure to fulfill financial agreements.

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.

Externship program

The externship program at KC Beauty Academy is a great opportunity for students to gain real world experience in salons throughout the greater LA area while earning clock-hour credit toward graduation. The externship program is seen a privilege for students to participate in and the minimum requirements must be met before they can begin the program:

1. The institution has a written agreement with an appropriate establishment each externship course offered to its students.
2. The establishment where the externship occurs must be licensed by the state and in good standing.
3. Each individual supervising students in the service facility must hold a valid California license for the program being supervised.
4. Students must have completed 60% or more of their contracted course in order to participate.
5. Students cannot accrue more than 10% of the contracted course.
6. The student and institution must sign the externship information packet that is provided by the institution before either party begins to participate in the program.
7. The extern can only accrue eight (8) hours of clock hour credit per week.
8. The student must wear his/her student extern school ID on them at all times while at the establishment where the externship is being held.
9. The institution must ensure that the participating students met these criteria:
 - a. Student's attendance and academic performance must be a minimum of 80%. If performing below 80%, the student may submit a formal letter to the Chief Academic Officer. If the CAO determines the student will either achieve the minimum requirements during their externship program or believe the externship program would be beneficial in increasing their attendance or academic performances, the student will be able to participate in the course. The CAO will make the final determination in a written statement.
 - b. A written training plan and goals for students that specify the particular applications and experiences that are to be secured during the externship;
10. Institution official must make periodic visits to a participating establishment to observe and verify these requirements are being met.
11. Establishment must evaluate the students' performance for activities completed during the externship using the Extern Progress Report document. A manager or supervisor must sign each time the student participates in the externship program in order for the students to accrue the hours and operations.
12. Students are evaluated by the service facility with respect to their attainment of the training objectives for the externship.
13. Establishment must complete a certificate of attendance and hours as related to course requirements that are completed during the externship; and
14. Institution must recognize training hours certified by the establishment toward a student's course completion.

Note: Barbering students are not permitted to participate in an externship as regulated by the State Board of Barbering and Cosmetology.

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. 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.

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 any time
- 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.

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.

GROUNDS 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.
- 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 *Re-entry Students* 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 School Manager. 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.
2. If the student has followed the above steps, the Chief Academic Officer will submit a written response back to you within 48 hours.
3. Should the student disagree with the decision of the Director; an appeal must be filed within 10 business days.
4. An appeal committee will be formed and provide written notice to the student of its decision within a reasonable time frame (no more than 15 days). The appeal committee will be comprised of 2 staff members and 2 student government representatives. Each member of the appeal board must sign a confidentiality agreement.
5. The decision of the committee shall be final.
6. 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's Office for Civil Rights and/or 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.
7. The institution will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

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. Transcripts are maintained indefinitely. 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 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	Estimated Total Charges for the Current Period of Attendance and the Entire Educational Program
	<i>Non Refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>		<i>Non Refundable</i>	
Cosmetology	\$75.00	\$10,000.00	\$0.00	\$600.00	\$130.00	\$10,805.00
Esthetician	\$75.00	\$4,400.00	\$0.00	\$633.68	\$160.00	\$5,268.68
Manicuring	\$75.00	\$2,500.00	\$0.00	\$300.00	\$130.00	\$3,005.00
Barber to Cosmetology Crossover	\$75.00	\$2,000.00	\$0.00	\$300.00	-	\$2,375.00
Cosmetology to Barber Crossover	\$75.00	\$2,000.00	\$0.00	\$300.00	-	\$2,375.00
Barbering	\$75.00	\$8,000.00	\$0.00	\$600.00	\$150.00	\$8,825.00

Cosmetology total charges the student is obligated to pay upon enrollment:	\$805.00
Esthetician total charges the student is obligated to pay upon enrollment:	\$868.68
Manicuring total charges the student is obligated to pay upon enrollment:	\$505.00
Barber to cosmetology crossover total charges the student is obligated to pay upon enrollment:	\$375.00
Cosmetology to barber crossover total charges the student is obligated to pay upon enrollment:	\$375.00
Barbering total charges the student is obligated to pay upon enrollment:	\$825.00

STUDENT TUITION RECOVERY FUND*

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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
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 no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

METHODS OF PAYMENT

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. Payments made in accordance with the student's payment schedule are due on the 10th of each month. Payments past due will be charged a \$10.00 late fee. All institutional charges must be paid in full before hours may be released. The institution will retain unpaid hours until payment in full is complete. At the institution's option in a case-by-case basis credit hours paid may be released to the student. Full payment of all institutional charges is a graduation requirement. If a student obtains a student loan, the student will have the responsibility for repaying the loan amount plus any loan fees and interest accrued on the loan, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

The institution reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect attending students.

CANCELLATION AND REFUND POLICIES

MANDATED BY THE STATE OF CALIFORNIA

STUDENT'S RIGHT TO CANCEL

A student (or legal guardian) has the right to cancel the enrollment agreement and obtain a refund of charges paid except a \$75 non-refundable registration fee through attendance at the first class session (first day of class), or the seventh day after enrollment (seven days from the date when the enrollment agreement was signed), whichever is later.

REFUND POLICY

Student wishing to withdraw from the institution will provide a notice of cancellation in writing and submitted to the school's Manager or Director. A withdrawal may be initiated by the student's written notice, or by the institution due to the student's unsatisfactory attendance, academics, or conduct. Students are officially withdrawn on date of notification from student, date terminated by the institution, 14th date of consecutive absence, or date when the student failed to return from an approved leave of absence. 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, less the registration fee.
2. A student (or legal guardian) cancels his/her enrollment in writing within seven business days of signing the enrollment agreement. In this case all monies collected by the school, less the registration fee, shall be refunded, regardless of whether or not the student has actually started classes.
3. A student notifies the institution of his/her withdrawal in writing.
4. 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.
5. A student is expelled by the school.

For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the school applies. 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
60.01% 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.

This refund policy applies to tuition and fees charged in the enrollment agreement. Equipment, books, supplies/kit, uniforms, and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

CERTIFICATE PROGRAMS

Cosmetology

A certificate program - 1600 Clock Hours
SOC # 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 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 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.

SUBJECT: Cosmetology 1600 hours	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
<p>Laws and Regulations: 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>Health and Safety Considerations: 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 skincare 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</p>	45	
<p>Disinfection and Sanitation: 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. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	10
<p>Bacteriology, Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	

<p>Hairstyling: 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>Permanent Waving and Chemical Straightening: 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>Hair Coloring and Bleaching: 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>Hair Cutting: 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
<p>Manual, Electrical and Chemical Facials: 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>	25	40
<p>Eyebrow Beautification and Make-up: 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. 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
<p>Manicuring and Pedicuring: 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>Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120 Nails

Business Acumen: 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	
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Esthetician

A Certificate program 600 Clock Hours
 SOC # 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.

SUBJECT: Esthetician 600 hours	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Manual, Electrical and Chemical Facials: 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.	70	140
Preparation: 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.	15	
Laws and Regulations: 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.	10	

<p>Health and Safety Considerations: 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>Disinfection and Sanitation: 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>Anatomy and Physiology: 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	
<p>Eyebrow Beautification: 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.</p>	25	50
<p>Make-up: 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.</p>	20	40
<p>Business Acumen: Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.</p>	20	

Manicuring

A certificate program
400 Clock Hours
SOC # 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 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 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.

SUBJECT: Manicuring 400 hours	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
<p>Manicures and Pedicures: 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.</p>	60	60 & 180 Nails
<p>Laws and Regulations: 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>Health and Safety Considerations: 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>Disinfection and Sanitation: 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>Anatomy and Physiology: 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>Business Acumen: Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.</p>	20	

Cosmetology to Barber Crossover

A certificate program 200 Clock Hours

SOC # 39-5011.00

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 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 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.

SUBJECT: Cosmetology to Barber Crossover 200hours	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRE PRACTICAL OPERATIONS
Shaving Preparation and Performance: 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

Barber to Cosmetology Crossover

A Certificate program 300 Clock Hours

SOC # 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 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:

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.

SUBJECT: Barber to Cosmetology Crossover 300hours	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
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
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 powderbrush-ons	5	10 Nails
Artificial nail tips	3	10 Nails
Nail wraps and repairs	2	5 Nails

Barbering

A Certificate program 1500 Clock Hours

SOC # 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.

SUBJECT: Barbering 1500 hours	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Hairstyling: 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 blowerstyling.	65	240
Permanent Waving and Chemical Straightening: 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 basesolutions.	40	105

<p>Hair Coloring and Bleaching: 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>Hair Cutting: 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</p>	20	80
<p>Shaving Preparation and Performance: 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
<p>Laws and Regulations: 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>Health and Safety Considerations: 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>Disinfection and Sanitation: 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>Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<p>Business Acumen: 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	

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.

Standard Occupational Classification Codes

39-5091 Artists, Special Effects Makeup
39-5093 Assistants, Shampoo
25-1194 Barbering Instructors
39-5011 Barbers
39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011 Barbers, Master
39-5094 Estheticians, Medical
39-5012 Hairdressers
39-5012 Hairdressers, Hairstylists, and Cosmetologists
39-5012 Hairstylists
39-5091 Makeup Artists, Performance
39-5091 Makeup Artists, Theatrical
39-5091 Makeup Artists, Theatrical and Performance
39-5092 Nail Technicians
39-5094 Skincare Specialists

California State Board of Cosmetology License Information

Applicants wanting to take the California State Board of Barbering & Cosmetology exams you 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 in a Board Approved School 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

800-952-5210 (phone) 916-575-7281 (fax)

Work Environment and Physical Requirements of the Cosmetology Industry

According to the California Employment Development Department, the physical demands of the industry require long hours of standing, sitting, bending, reaching and performing repetitive motions throughout the workday. It also requires normal or corrected vision and good hand-eye coordination.

The work also requires the use of sharp implements which may cause bodily harm and the risk of coming into contact with blood or other bodily fluids therefore, protective clothing, plastic gloves, masks or aprons should be worn. In order to protect the general public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to directly notify any person or entity of changes in the law and/or changes to standards.

Graduation Requirements

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, completed the program of study according to State requirements, completed all exit paperwork, and made satisfactory arrangements for payment of all debts owed to the school.

*Those students who do not have a SSN or ITIN will not receive a Proof of Training document as they are not eligible for state licensure.

Ownership

KC Beauty Academy is owned by Glenn Koach.

Administrative Control Staff

Glenn Koach – Chief Executive Officer
Yuko Koach – Chief Academic Officer
Miku Koach – School Manager
Kozue Tagle – Administrative Assistant
Rino Koach – Assistant to the Manager

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
Charisse Muhammad – Licensure Instructor
Jovonna Morrison – Cosmetology Instructor
Lenore Cruz – Esthetician Instructor
Roberto Sanchez – Barbering Instructor

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

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

School Catalog

The institution's catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The institution's catalog is e-mailed to all students prior to their enrollment. A Pre-Enrollment Checklist, placed at the back of the catalog, is signed by students prior to signing an enrollment agreement in order to ensure they have received a copy. A hard copy of the will be provided to students at their request. This request may be sent to the administrative office.

CLASS START DATES

KC Beauty Academy offers class start dates on the first Monday of every month for all programs. If a holiday falls on the first Monday of the month, the class start date will be the second Monday for that month.

Academic Calendar

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

2018 Holidays

New Year's Day	January 1- 2, 2018
Martin Luther King Day	January 15
President's Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 12
Thanksgiving Day	November 22 - 23
Christmas Day	December 24 - 25
New Year's Day	December 31 – January 1, 2019

NACCAS ANNUAL REPORT INFORMATION

Report Year – 2016

Item 1 - Number of students scheduled to graduate	22
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	20
Item 3 - Number of students from Item 2 who are eligible for employment	17
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	11
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	16
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	15
Item 7 - Length of longest NACCAS approved program taught in 2015 or 2016 (P/T or F/T) in weeks	92

Graduation Rate	90.91 %
Placement Rate	64.71 %
Licensure Rate	93.75 %

Report Year – 2015*

Item 1 - Number of students scheduled to graduate	28
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	27
Item 3 - Number of students from Item 2 who are eligible for employment	14
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	10
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	20
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	19
Item 7 - Length of longest NACCAS approved program taught in 2015 or 2016 (P/T or F/T) in weeks	92

Graduation Rate	96.43 %
Placement Rate	71.43 %
Licensure Rate	95.00 %

*Note: The annual report outcomes were revised on 12/08/2017

PRE-ENROLLMENT CHECKLIST

Student Name

Program

Date

I have received written information concerning the following topics prior to signing my enrollment agreement:

<input type="checkbox"/>	School Catalog
<input type="checkbox"/>	School's Performance Fact Sheet
<input type="checkbox"/>	NACCAS Annual Report Information (P. 28)
<input type="checkbox"/>	Licensure Requirements (P. 26)
<input type="checkbox"/>	State-required Information – Cancellation and Refund Policy (P. 16)
<input type="checkbox"/>	Pre-Requisites for Employment (P. 26)
<input type="checkbox"/>	Satisfactory Academic Progress Policy (P. 9-11)

Student Signature

Date