

Asel Beauty College

An Unaccredited Institution

Catalog

June 1, 2022 – December 31, 2022

Address where classes are held:

540 El Camino Real

Tustin, CA 92780

Tel: 714-714-0332

Fax: 714-537-3542

www.aselbeautycollege.com

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Approval Disclosure Statement

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

The following courses are approved:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology	1000	6-12	25-50	Diploma
Barbering	1000	6-12	25-50	Diploma
Esthetician	600	5-7.5	20-30	Diploma
Nail Technician	600	5-7.5	20-30	Diploma
Hairstylist – <i>Coming Soon</i>	600	5-7.5	20-30	Diploma
Manicurist	400	4	20	Diploma

Our programs are also approved by the California Board of Barbering and Cosmetology:

2420 Del Paso Road Suite 100

Sacramento, CA 95834

1-800-952-5210

Fax (916) 575-7281

Email: barbercosmo@dca.ca.gov

SOC Codes: The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes please visit internet web site at www.Bls.gov/SOC/. Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, or at PO Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 (phone), (916) 574-8900 or (916) 253-1897 (fax).

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).

As a prospective student, you are encouraged to review this School 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.

ASEL BEAUTY COLLEGE provides its School Catalog to a prospective student or to the general public when requested free of charge. The School Catalog is available in English language. The college researches and updates its Catalog at least once a year.

You are also encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. It is Asel Beauty College's policy to provide a prospective student a copy of Catalog, and School Performance Fact Sheet. The school catalog, a School Performance Factsheet for each educational program, offered by the college, a link to the Bureau's internet web site and the college's most recent annual report submitted to the bureau are provided at the college's website, www.aselbeautycollege.com.

Students may access the bureau's internet web site by using computers at the college's admission office.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.

Asel Beauty College in Tustin is a non-accredited institution.

A student enrolled in a non-accredited institution is **not** eligible for Federal Student Aid until the institution is accredited and approved to offer Federal Student Aid.

Asel Beauty College – Garden Grove is currently accredited with the National Accrediting Commission for Career Arts & Sciences.

Asel Beauty College does **not** participate in Federal or State Student Aid at this time.

Asel Beauty College does **not** offer any Federal nor State loan programs.

About Asel Beauty College

Welcome to Asel Beauty College!

It is a pleasure to introduce you to Asel Beauty College. We are focused on career training for a student's successful professional future. We offer courses that address the occupational needs of the beauty, barber & massage industries, utilize modern equipment, and employ a caring staff of professionals. Asel Beauty College maintains a long-term commitment to its students. The relationship between the College and its students begins with the introduction of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

If you have any questions or concerns about Asel Beauty College or our programs do not hesitate to contact my staff or me.

Sincerely,

Mr. Christopher Lee
CEO and Director

Asel Beauty College is wholly owned and operated by ASEL BEAUTY COLLEGE, INC, which is owned by CHRISTOPHER LEE 17

Mission Statement 5

It is our mission to prepare our students to become successful members of the cosmetology, barber, esthetics, manicuring and massage professions, and to successfully pass the State Board Examinations.

College Objective

Our primary objective at Asel Beauty College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology or barber industry. In order to fulfill our objective, we not only teach the techniques and artistry; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give "individual" as well as "class" instruction. This combination helps serious students realize their goals.

Statement of Non Discrimination 16

Asel Beauty College is firmly committed to providing educational programs to otherwise eligible students regardless of age, race, color, creed, ethnic origin, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

Instructional Facilities 10

Asel Beauty College is located at 540 El Camino Real, Tustin, CA 92780. The College is readily accessible by the 5/55 freeways and is accessible from the many surrounding areas. Asel Beauty College contains equipment and supplies sufficient to meet the needs of the course of the students.

Asel Beauty College is located in a well-designed building that simulates the salon environment for the sole purpose of beauty and barber education; equipped with the modern visual and teaching aids, possessing the type of professional beauty equipment in keeping with top salons in America.

ASEL BEAUTY COLLEGE is a spacious (3,000 sq. ft.) air-conditioned, modern, facility with many benefits for our staff and students and close to all public transportation. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. The building is equipped with heating and air conditioning systems, well-lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. There are several restaurants located less than one half block away from the College, in the same shopping center.

School Calendar 15

Classes begin EVERY WEEK for all classes. The Academic year is 900 clock hours AND 30 weeks.

Holidays

Asel Beauty College observes the following holidays during which the school is closed:

- New Year's Day
- ML King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break - November 24 - 26, 2022
- Christmas Break - December 24 - 26, 2022

A "special" holiday may be declared for emergencies or special reasons.

Hours of Operation

Monday through Friday: 9:00 a.m. to 5:30 p.m.

Pre-Enrollment Information and General Rules

Each prospective student receives a copy of school catalog and School Performance Fact Sheet before enrollment. The School Performance Fact Sheet contains the recent Completion rates, Placement rates, License examination passage rates and salary or wage information. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, refund policy etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

Bankruptcy

Asel Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or never 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.).

Health Considerations

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

Courses of Study - Taught in English

Cosmetology- 1000 Clock Hours – Full time is 30 hours/week; Part time is 20 hours/week 9

The course of study for students enrolled in Cosmetology course shall consist of one thousand (1000) clock hours of the state mandated instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. **Educational Goals:** The Cosmetology course of study is designed to prepare students to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons (SOC Code 39-5012).

Barbering - 1000 clock hours - Full time is 30 hours/week; Part time is 20 hours/week 9

The course of study for students enrolled in the barbering course shall consist of the one thousand (1000) clock hours of the state mandated instruction in hair cutting and styling, shaving, shampooing, chemical applications, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. **Educational Goals:** The Barbering course of study is designed to prepare students to cut, trim, and style scalp and facial hair; apply cosmetic preparations; perform shaves; massage the head and extremities; and prepare for practice as licensed barbers in specialized shop or full-service salons (CIP code 12.0413, SOC Code 39-5011).

Esthetician - 600 Clock Hours - Full time is 30 hours/week; Part time is 20 hours/week 9

The course of study for students enrolled in Esthetician course shall consist of six hundred (600) clock hours of the state mandated instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; eyelash and brow beautification; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens. **Educational Goals:** The Skin Care course of study is designed to prepare students to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists (SOC Code 39-5094).

Nail Technician - 600 Clock Hours - Full time is 30 hours/week; Part time is 20 hours/week 9

The course of study for students enrolled in the Nail Technician course shall consist of the six hundred (600) clock hours that includes the state mandated instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices., and an additional two hundred (200) clock hours of advanced manicuring, pedicuring and marketing skills. **Educational Goals:** The course of study is designed to prepare students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed nail technicians/specialists (SOC Code 39-5092).

Manicurist - 400 Clock Hours - Part time is 20 hours/week 9

The course of study for students enrolled in the Manicurist course shall consist of the four hundred (400) clock hours of the state mandated instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices. **Educational Goals:** The course of study is designed to prepare students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or specialists (SOC Code 39-5092).

Hairstylist- 600 Clock Hours *COMING SOON*

The course of study for students enrolled in Hairstylist course shall consist of six hundred (600) clock hours of the state mandated instruction in hair cutting and styling, shampooing, sanitation and safety, customer service, and applicable professional and labor laws and regulations. **Educational Goals:** The Hairstylist course of study is designed to prepare students to cut, trim, and style scalp hair; apply cosmetic

preparations; massage the head and extremities; and prepare for practice as licensed hairstylists in specialized or full-service salons (SOC Code 39-5012).

Distance Learning

The college does not offer distance education.

License Requirements for the State of California

The courses of study at Asel Beauty College prepare students to take and pass the required examinations to obtain licenses to charge for services as a cosmetologist, barber, hairstylist, esthetician, nail technician or manicurist. Each test has written and practical tests that must be passed to obtain a license.

To receive a license after you graduate from a program, you must complete the appropriate Application and submit your Proof of Training and the application fee to the Board of Barbering and Cosmetology. There will be a background check so if you have been convicted of a criminal offense or offered a plea in a criminal case, this can delay your application process and may cause a delay in reviewing your test date.

If you believe that you might have an issue with the background check, please discuss your concern with the admissions administrator. Failure to report a plea/conviction is considered falsification of the application and may result in the denial or revocation of licensure.

ORGANIZATIONAL CHART

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CEO/CFO/Director
Mr. Christopher Lee

COO
Ms. Kyung Ae Chong

Financial Services/CAO/Compliance Administrator
Dr. Adrienne Wright

Instructor	Course	Instructor Qualifications
Joaquin Regalado	Cosmetology	Licensed Cosmetologist
Rosalinda Lamb	Cosmetology Manicurist/Nail Technician Barbering	Licensed Cosmetologist Licensed Barber
Christopher Lee	Barbering	Licensed Barber

Admissions Requirements

Enrollees are admitted as regular students once one of the following criteria has been met.

A) Applicant must provide his/her High School or College/University Diploma or transcripts, GED or its equivalent, a government issued picture ID, social security card or ITIN. Asel Beauty College will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide official high school/college transcripts showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to meet the Ability-to-Benefit (ATB) requirements or take and pass GED test prior to enrollment. College/University academic transcript must show at least a two-year program that is acceptable for full credit towards a bachelor's degree.

B) 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 (ATB) exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is accepting the CELSA Ability-to-Benefit. **The minimum accepted score of CELSA test is 97.** 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 one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.

C) Acceptable minimum documentation of proficiency for Korean is a High School diploma or its equivalent from Republic of Korea. OR Acceptable minimum documentation of proficiency for English is a High School diploma, GED, passage of the California high school proficiency exam or passage of the ATB test. All foreign credentials must be translated and evaluated by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

High School Program Completion

It is possible to complete a certificate program without earning a high school diploma. Many individuals, however, many want to obtain a high school diploma or its equivalent for personal employment reasons.

The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

California State University Fullerton	(714) 278-2487
Coastline Community College	(714) 241-6184
Garden Grove Unified School District (Chapman Adult Education Center)	(714) 663-6520
Tustin Unified School District	(714) 730-7301
Irvine Adult School	(949) 936-7454

Transfer Policy/Transferability of Credits Earned 6

Students previously enrolled in school of Cosmetology or Barbering may submit their academic records to Asel Beauty College for review and possible transfer of credit.

The College will either:

1) Accept the transfer credit based upon a review of the official transcript from an approved institution provided those courses are part of the College's approved curriculum for that program of study, or

2) Administer a comprehensive exam for each course that measures and affirms the student's previous education. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for previous education. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately. All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution. The college does not award credit for prior experiential learning.

Re-Entry 7

All students who withdraw may re-enter into the program without the loss of credit hours provided it is within six (6) years from the date of their withdrawal. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college the student will re-enter in the same progress status as she/he left.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Asel Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits and/or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may

be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Asel Beauty College to determine if your credit or diploma/certificate will transfer.

The college has not entered into an articulation or transfer agreement with any other college or university.

English as a Second Language

The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa. The College reserves the right to refuse admission to any applicant who does not meet the College’s established criteria for admission. All instructions are provided in English and Korean languages. A student must prove his/her level of proficiency in either language. The College provides Catalog, School Performance Fact Sheet and Enrollment Agreement in English and Korean.

Students Admitted to Other Schools

The College does not recruit students who are admitted or attending other schools offering similar program of study.

Orientation Class 21

Orientation classes for all students are held prior to the student clocking in for their first day of class. Students are not allowed to clock in during orientation. All new, re-enrolling or transferring students must attend orientation prior to the start of all new classes.

Freshmen Class Enrollment

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examination. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. Asel Beauty College considers the freshman classes to be the foundation for your future.

Textbooks and Supplies

Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of the freshman training, each student will be issued a complete set of supplies with a carrying case. The kit contains the tools and supplies necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's kit, either lost or stolen. Students must learn to be responsible for the tools of their trade.

Tuition Policies

Tuition Charges 26

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due when you sign your Enrollment Agreement. For the courses longer than four months, payment plans are available.

Program	26c Registration Fee*	26a Tuition	26b Books & Supplies	26c STRF ***	Total Tuition and Fees for the Program
Cosmetology	\$100.00	\$12,000.00	\$1,000.00	\$32.50	\$13,132.50
Barbering	\$100.00	\$12,000.00	\$1,000.00	\$32.50	\$13,132.50
Esthetician	\$100.00	\$6,000.00	\$1,000.00	\$17.50	\$7,117.50
Nail Technician	\$100.00	\$6,000.00	\$750.00	\$17.50	\$6,851.50
Manicurist	\$100.00	\$4,000.00	\$500.00	\$12.50	\$4,612.50

*Registration Fee: Non-Refundable

***STRF is the Student Tuition Recovery Fund fee: Non-Refundable

Books/Supplies:

These charges include all applicable sales tax. Once used, books and supplies are not refundable due to sanitary considerations.

Collection of Tuition

Students are expected to contribute from their own family resources toward the student’s cost of attendance. At the student's option, the college may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement for Manicurist course.

****STRF is the STUDENT TUITION RECOVERY FUND FEE – NON- REFUNDABLE**

The state of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students 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 in the institution, prepaid tuition, and suffered and 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 STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, Phone (888) 370-7589 or (916) 431-6959.

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 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.
5. 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.
6. 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 non-collection may, at any time, file a written application for recovery from STRF for 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.

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 N. Market Blvd., Suite 225,
Sacramento, CA 95834
Tel (916) 574-8900, Toll Free (888) 370-7589, Fax (916) 263-1897

26e The Methods of Payment

The school accepts cash, debit/credit card, money order, check, TRA and Rehab as payment of monies owed to the school.

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

26d Extra Instruction Charges

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the expected completion date, an extra instruction charge will be assessed for the additional time necessary to complete the required hours based on the student's scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: \$20.00 per Hour for all programs.

Right to withhold Transcripts and Grades for Non-Payment of Tuition

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study

consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828.** ASELE BEAUTY COLLEGE does not use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the college.

The college does not sell or discount promissory notes or contracts to third parties.

20 Scholarship

The College awards institutional scholarships periodically.

13 *Withdrawal and Refund Policies*

Asel Beauty College’s withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision or course or program cancellation. The college’s withdrawal and refund policy complies with all federal and state regulatory agencies.

STUDENT’S RIGHT TO CANCEL– NOTICE OF CANCELLATION

A student (or legal guardian) has the right to cancel the enrollment agreement and obtain a refund of charges paid except a \$100.00 Non-refundable registration fee through attendance at the first day of class session (first day of class), or the seventh day after enrollment (seven days from the date the enrollment agreement was signed), whichever is later.

REFUND POLICY – Applies to all terminations for any reason, by either party.

Student wishing to withdraw from the institution will provide a notice of withdrawal in writing and submitted to the School’s Registrar. Student is officially withdrawn on date of notification from student, date terminated by the institution, 14th date of consecutive absence. For applicant who cancels enrollment or student who withdraws 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 student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within seven business days of signing the enrollment agreement or after the first day of class, or whichever is later. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student notifies the institution of his/her withdrawal in writing notice at the following address: Asel Beauty College, 540 El Camino Real, Tustin, CA 92780. This can be done by hand delivery.
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. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
6. If a program is cancelled or the school is closed, the student will receive a refund of tuition for hours that have not been completed at Asel Beauty College unless the student agrees to complete his/her program at an institution that has agreed to complete the program for Asel students.

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 TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 60.00%	Pro rata refund calculation based on Scheduled hours X hourly rate equals the school’s retained portion
60.01% and over	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. Other miscellaneous charges the student may

have incurred at the institution (e.g. extra kit materials, books, products, unreturned school property) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

- If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balanced owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

Rejected Enrollment:

All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment

Course Cancellation:

If a course is canceled subsequent to a student’s enrollment the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student’s enrollment, the school shall at its option:

1. Provide a pro-rata refund of all money paid; or
2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge.
3. The college will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such.

Hypothetical Refund Example

The following table outlines the refund due based on percentage of training completed, using **scheduled hours** (including absences), assuming you paid following (registration, STRF fees and used kit, books are non-refundable):

Total Tuition	Registration fee		Kit & Books	STRF fee		Program Cost
\$5,000.00	\$100.00 (Non-Refundable)		\$1,500.00 (if accepted by student = Non-Refundable)	\$12.50 (Non-Refundable)		\$6,612.50
Program Cost	Hours in Course	Hourly charge	Total Paid to School	Hours attended	Tuition owed	Refund due
\$6,612.50	1500 Hours	\$3.33/ Hour	\$5,000.00	500 Hours	\$3,277.50	\$1,722.50

***Asel Beauty College is not currently eligible to participate in federal Title IV Financial Aid Programs**

Satisfactory Academic Progress

Asel Beauty College expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. All prospective students receive the SAP policy before enrollment. The college’s SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

24 The student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20).
Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the “School Policies” section of this catalog on pages 21-22.
3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour/ 20 week-long Manicurist program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student’s educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

Evaluation Periods

SAP evaluation periods are based on scheduled contracted hours at this school.

Student’s compliance with the Satisfactory Academic Progress is assessed as follows (all hours are **scheduled hours completed** and based on contracted hours at the college):

Barbering/Cosmetology (1000): When a student is scheduled to complete 450 and 900 hours

Esthetician/Nail Technician/Hairstylist (600): When a student is scheduled to complete 300 hours
Manicurist (400): When a student is scheduled to complete 200 hours

The first evaluation must occur no later than the mid-point of the academic course, or for transfer students, the mid-point of the hours needing to be completed at Asel Beauty College.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. All copies of evaluation forms are issued to students upon completion of each increment of the course hours as explained above for students' review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

<u>Academic Grading</u>	<u>Point Grades for Practical Work</u>
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 60% D..... Fail	(GPA 1) 1 POINTS = D – Not Passing
	(GPA 0) 0 POINTS = F – Not Passing

Attendance Status

Full time: Any student scheduled to attend 30 hours or more per week are considered to be full-time students. Part-time enrollment requires a minimum of 20 hours per week.

An academic year is 900 clock hours and 30 weeks.

<u>Maximum Timeframe for Attendance Program</u>	<u>Maximum time allowed</u>	
	<u>Weeks</u>	<u>Hours</u>
Cosmetology/ Barbering (Full time, 36 hrs/wk) - 1000 Hours	42 Weeks	1500
Cosmetology/ Barbering (Part time, 20 hrs/wk) – 1000 Hours	75 Weeks	1500
Esthetician/Nail Technician/Hairstylist (Full time, 36 hrs./wk) – 600 Hours	25 Weeks	900
Esthetician/Nail Technician/Hairstylist (Part time, 20 hrs./wk) – 600 Hours	45 Weeks	900
Manicurist (Part time, 20 hrs./wk) – 400 hours	30 Weeks	600

If the maximum timeframe is exhausted by a student, that student will be dropped from the program.

Students who meets the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

SAP Warning

A student who fails to meet SAP standards during a given evaluation period will be placed on satisfactory academic progress warning for the next evaluation period.

For the students under SAP warning, they are considered making satisfactory academic progress until the next scheduled evaluation period.

Warning students who meet SAP by the conclusion of the warning period will be removed from academic warning and will be considered making SAP.

Warning students who fail to meet SAP at the conclusion of the warning period will be deemed not to be making satisfactory academic progress and will be terminated by the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Transfer Hours

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Re-entering Students

Students, who are re-entering after a period of withdrawal, re-enter in the same academic progress status as when they left.

Course Incompleteness

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Thus, course incompletes, repetition and non-credit remedial courses have no effect upon the college's SAP standards.

Leave of Absence Policy (LOA)

Students may request a Leave of Absence (LOA), not limited to, serious illness, death in the family or other emergency circumstance. A LOA may not exceed 180 days. A LOA may only be granted once the student has been enrolled for at least 90 days (3 months) unless mitigating circumstances exist. If more than one LOA is granted within any given 12-month period, the combined length of all LOA's within the 12-month period may not under any circumstances exceed 180 days. No additional institutional charges are assessed during an approved

LOA and the expected Completion Date must be extended for the same number of approved days in the leave of absence. A contract addendum with the revised end date will be signed and dated by the student and school official.

Students must submit a written request outlining the reason for the requested leave, duration of leave including the requested return date and any applicable documentation to support the request, prior to the LOA. LOA requests for medical purposes require medical documentation. All requests for LOA must be signed and dated by the student and should be submitted to the Director of Education for evaluation. Written requests are reviewed on an individual basis with consideration given to the following criteria:

- Student eligibility for Leave of Absence,
- Complete and compliant written request,
- Reason for LOA request,
- Any other applicable factors or considerations, and,
- Reasonable expectation that the student will return upon completion of the LOA.

If it is not possible to request a Leave of Absence in advance due to an unforeseen circumstance, like being rushed to the hospital after a car accident and needing more than two weeks off from school, Asel Beauty College will document the reason for the Leave of Absence and collect the request from the student at a later date. In this instance, 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 accident.

Failure to Return From LOA

A student who fails to return to class as scheduled following a LOA will be terminated from the program. As required by federal statute and regulation the student's last date of attendance prior to the LOA will be used to determine the amount of tuition the college earned.

***Asel Beauty College, Inc., is not currently eligible to participate in federal Title IV Financial Aid Programs**

School Rules and Regulations

12 Diplomas and Certificates

Upon satisfactory completion of the required course hours and operations, and the student has paid all charges and fees - a diploma will be given to the graduate. Also, a Proof of Training will be issued. This record will then become part of the application for examination for your State of California License.

Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.

24a-c Attendance, Tardy and Make-up Policies

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

- An absence may be excused by calling-in the same day prior to the beginning of class.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the College.

Student Clock Hour Policy

The Board of Barbering and Cosmetology will only recognize timeclock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your timecard for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your timecard is prepared from the current weekly timecard. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly timecard. The timecard must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.**

Timecards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster. The timecards are the property of the school and must remain in the school at all times. Timecards must be maintained in their entirety for 6 years by the school. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

Timecard Credit

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the timecard concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour.** Using the above, the Board would

understandably not consider a student capable of performing more than 3 permanent waves per day.

24d Student Conduct

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

24f Other Rules and Regulations

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Pay phones are available in front of the College and other locations throughout the shopping center as a convenience to students. Students are not allowed to use the College telephones for personal use. If a student receives a call at Asel Beauty College, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a lunch break must clock out and back in, in accordance with State and school regulations. For this reason, students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – Asel Beauty College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. Asel Beauty College is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Timecards are a matter of strict State regulations and must be accurate. Students are to record on their timecard, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking timecards, other than their own, or falsifying timecards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or registration fees are to be made by the first day of attendance unless other arrangements have been made on the date of enrollment. The school does not permit a student attend classes who is delinquent in tuition or registration fees. Students should get validated receipts for all monies paid to the school for tuitions.
18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records may be prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

Grounds for Disciplinary Action

1. Unsatisfactory academic performance
2. Unsatisfactory attendance
3. Frequent tardiness or leaving early
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

Disciplinary Procedure and Dismissal

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

24e

Student Services/Consumer Information

14 Job Placement

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The college assists students in placements as often as needed; however, **the college does not guarantee employment to any student.**

18, 19 Student Records

The college maintains a file for each student who enrolls in the college for a period of 6 years from the student's date of completion or withdrawal except for the transcripts, which will be retained indefinitely. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room.

Student's file consists of admission records, academic records, and financial records as one file. Each student's file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student's qualification for admission to the college or the college's award of credit or acceptance of transfer credits such as: (A) Verification of high school completion or equivalency (GED, Home School) or successful completion of ability-to-benefit test; (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the college as transfer credits; (2) Personal information regarding a student's age, gender and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts and instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the college, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted but not completed and dates of completion or withdrawal; (B) Credit for courses earned at other institutions; (C) The name, address, website address and telephone number of the institution. (6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (7) A copy of documents relating to student financial aid that are required to be maintained by law or by guarantee agency; (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student's progress; (10) Complaints received from the student.

All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The college observes the "Right to Privacy Act" and will not release any information of any student without the student's written consent. Government agencies and accrediting agencies, including BPPE and BBC may inspect, review and copy the student's records without the student consent.

The Family Educational Rights and Privacy Act (FERPA) affords students and parents or guardians of dependent minors certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A student or parents or guardians of dependent minors should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student and/or parents or guardians of dependent minors of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student and/or parents or guardians of dependent minors of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student and/or parents or guardians of dependent minors who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student and/or parents or guardians of dependent minors in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's or parents'/guardians' prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests and to its accrediting agency. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

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Housing

The College does **not** have dormitory facilities under its control. There are apartments or rooms available within 10-mile radius from the college. The cost of renting a room near the college starts from approximately \$750.00 a month. ASEL BEAUTY COLLEGE does **not** find or assist a student in finding housing.

Career Counseling and Personal Attention

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

Referral Services

Students are referred to community professionals for personal, non-academic counseling.

Voter Registration

You may register to vote by completing the online voter registration form at www.sos.ca.gov/nvrc/fedform/ and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: www.sos.ca.gov/elections/elections_vr.htm.

Visa Services – Asel Beauty College does not offer any Visa services for international students.

Grievance Policy/Student Complaint Procedure

Asel Beauty College is dedicated to providing quality education to all its students. If a conflict should arise for any reason, the college's complaint policy is as follows:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/President:
CHRISTOPHER LEE at 540 El Camino Real, Tustin, CA 92780.
All grievances regardless of the nature will be turned over to the Owner and reviewed.
4. The CEO will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours. **Records of complaints and their resolution, as applicable, are retained in the Director's office.**
5. Any student has the right to forward the complaint to one of the following agencies:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798
Tel (916) 574-8900 Toll Free (888)370-7589, Fax (916)263-1897
Web site: www.bppv.ca.gov E-mail: bppe@ca.gov**

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

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

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

Director of Grants and Services
United States Department of Education

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

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

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

The Well Recovery Center
877-784-3935
714-276-0554 **efax**
info@thewellrecoverycenter.com
Mailing Address:
16835 Algonquin Ave, #223
Huntington Beach, CA 92649

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

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

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Academic Courses

Instructors, Textbook and Reference Books

As in all phases of any profession each individual has within his/her training and acquired skills. Every attempt is made by the college to best utilize the special skills of each instructor to provide the best education available. All of the instructors at the college are licensed by BBC and have more than 3 years of experience required by BPPE.

At the beginning of the first day of a course, each instructor should provide a course outline to every new student.

Every student should have a required textbook. It is included in the supply which can be purchased at the college. Students have an option to purchase the textbook on their own. In addition to a required textbook, the college maintains a library of text and reference books for faculty and students' use. You need to contact Registrar office to check out and return resources from the library.

The college library has following BBC approved text and reference books.

The college library has following BBC approved text and reference books.

8a-g

COSMETOLOGY SYLLABUS – 1000 Clock Hours

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

Pursuant to B&P 7362.5 © the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

- 100 – Hours Technical Instruction
- 20 – Laws and Regulations
- 20 – Hours Chemistry
- 30 – Hours Health & Safety/Anatomy
- 5 – Hours Electricity
- 25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Disinfection & Sanitation
20 – Hours Technical Instruction

Practical Hours & Operations
80 – Sanitation / Disinfection

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

30 – Hours Technical Instruction
Permanent Waving / Chemical Straightening

Practical Hours & Operations
60 – Permanent Waving /Chemical Hair Straightening

60 – Hours Technical Instruction
Haircoloring// Bleaching

100 – Haircoloring/ Hair Bleaching

250 Hours Technical Instruction & Practical Training in Hair Dressing

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

30 - Hours Hairstyling Technical Instruction

Practical Hours & Operations
75- Wet Hairstyling/ Thermal Styling

20 - Hours Haircutting Technical Instruction

100 - Haircutting

150 Hours Technical Instruction & Practical Training in Skin Care Services

Skin Care: Including instruction on chemical and manual facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

Technical Instruction
50 – Hours Manual, Chemical, Electrical-
 Facials & Facial Makeup

Practical Hours & Operations
100- Manual, Chemical, Electrical Facials
 Facial Makeup

50 Hours Technical Instruction & Practical Training in Hair Removal, & Lash / Brow Beautification

Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and, includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, non-prescription chemicals, or waxing or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves which are commonly known as rays.

Technical Instruction

25 Practical Hours & Operations

100 hours Technical Instruction & Practical Training in Manicuring, Pedicuring, Artificial Nail Services

Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to acrylic liquid and powder brush-on, dip, tips, wraps, and repairs.

Technical Instruction

10 – Hours Manicure / Pedicure

20 – Hours Acrylics Liquid / Powder Nail Brush-on

Artificial Nail Tips, Wraps & Repairs

Practical Hours & Operations

20 – Manicure / Pedicure

50 – Acrylic Liquid / Powder Nail

Artificial nail Tips, Wraps & Repairs

Cosmetology Performance Objectives

1. Acquire knowledge of laws and rules regulating California's Cosmetology establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

Skills to be Developed

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Grading Procedure

Student's academic performance is graded throughout the program, and, at the scheduled completion of: 450 and 900 clock hours, SAP evaluations will be completed. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale

Academic Grading

100% - 90% **A.....Excellent**

89% - 80% **B.....Above Average**

79% - 70% **C.....Average**

69% - 00% **D.....Fail**

Point Grades for Practical Work

(GPA 4) **4 POINTS = A - Passing**

(GPA 3) **3 POINTS = B - Passing**

(GPA 2) **2 POINTS = C - Passing**

(GPA 1) **1 POINTS = D – Not Passing**

(GPA 0) **0 POINTS = F – Not Passing**

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, and has paid all charges due to AseI Beauty College, s/he is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

Barbering Syllabus - 1000 Clock Hours

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

Pursuant to B&P 7362.5 © the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 – Hours Technical Instruction
20 – Laws and Regulations
20 – Hours Chemistry
30 – Hours Health & Safety/Anatomy
5 – Hours Electricity
25 – Hours Infection Control / Microbiology

100 Hours Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Disinfection & Sanitation
20 – Hours Technical Instruction

Practical Hours & Operations
80 – Sanitation / Disinfection

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

30 – Hours Technical Instruction
Permanent Waving / Chemical Straightening

Practical Hours & Operations
60 – Permanent Waving /Chemical Hair Straightening

60 – Hours Technical Instruction
Haircoloring// Bleaching

100 – Haircoloring/ Hair Bleaching

300 Hours Technical Instruction & Practical Training in Hair Dressing Services:

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

30 - Hours Hairstyling Technical Instruction

Practical Hours & Operations
125- Wet Hairstyling/ Thermal Styling

20 - Hours Haircutting Technical Instruction

125 - Haircutting

250 Hours Technical Instruction & Practical Training in Shaving and Trimming of the Beard

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Technical Instruction
60 – Hours Men's Skin Analysis / Facial / Shave

Practical Operations and Hours
190 - Men's Facial & Shave

Barbering Performance Objectives

1. Acquire knowledge of laws and rules regulating California's Barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and shaving.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.

Skills to be Developed

Learn the proper use of implements relative to all barber services. Acquire the knowledge of analyzing the scalp and face, prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all barber services, learn the proper shave techniques.

Attitudes and Appreciations to be Developed (태도와 개발될일에감사)

Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Grading Procedures

Student's academic performance is graded throughout the program, and, at the scheduled completion of: 450 and 900 clock hours, SAP evaluations will be completed. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale

Academic Grading	Point Grades for Practical Work
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 60% D.....Fail	(GPA 1) 1 POINTS = D – Not Passing
	(GPA 0) 0 POINTS = F – Not Passing

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better..

Graduation Requirements

When a student completes the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better, and has paid all charges due to Asel Beauty College, s/he is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

Esthetician Syllabus - 600 Clock Hours

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Subject: FACIALS 350 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Manual, Electrical, Chemical Facials	80	170	220
Preparation	15	115	50
HEALTH & SAFETY 200 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Laws & Regulations	20	----	----
Health & Safety/Anatomy	30	----	----
Disinfection & Sanitation	20	80	80

Electricity	5	----	----
Cosmetology Chemistry related to Skin Care	20	---	---
Infectious Control/Microbiology	25	---	---
HAIR REMOVAL & MAKEUP 50 HOURS REQUIRED			
Hair Removal/Eyebrow & Lash Beautification	25	40	40
Makeup	15	40	40
Career Development/Additional Training	15	----	----

Esthetician Performance Objective

Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

Potential Occupation after Completion

Facialist, Licensed Esthetician, Esthetician, Skin Technician, Makeup Artist, Waxer

Skills to be Developed

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Grading Procedure

Student's academic performance is throughout the program, and at the scheduled completion of 300 clock hours, a SAP evaluation will be completed. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale:

<u>Academic Grading</u>	<u>Point Grades for Practical Work</u>
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 60% D..... Fail	(GPA 1) 1 POINTS = D – Not Passing
	(GPA 0) 0 POINTS = F – Not Passing

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Esthetics with a GPA of "C" (70%) or better, and has paid all charges due to Asel Beauty College, s/ he is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. An Esthetics license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetics course as described above and passed the licensing exam with an overall average of 75%.

Manicurist Syllabus - 400 Clock Hours

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Such technical instruction and practical operations shall include:

Subject NAIL CARE - 250 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Manicures and Pedicures	20	50	50
Nail Enhancements	20	160	160
HEALTH & SAFETY 200 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Laws & Regulations	20	----	----
Health & Safety/Anatomy	30	----	----
Disinfection & Sanitation	20	80	80
Electricity	5	----	----
Cosmetology Chemistry related to Nail Care	20	---	---
Infectious Control/Microbiology	25	---	---

Manicurist Performance Objective

Acquire knowledge of laws and rules regulating California Nail establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

Skills to be Developed

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Grading Procedure

Student's academic performance is graded throughout the program, at the scheduled completion of 200, clock hours a SAP evaluation will be completed. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale

Academic Grading

100% - 90% **A.....Excellent**
 89% - 80% **B.....Above Average**
 79% - 70% **C.....Average**
 69% - 00% **D..... Fail**

Point Grades for Practical Work

(GPA 4) **4 POINTS = A - Passing**
 (GPA 3) **3 POINTS = B - Passing**
 (GPA 2) **2 POINTS = C - Passing**
 (GPA 1) **1 POINTS = D - Not Passing**
 (GPA 0) **0 POINTS = F - Not Passing**

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
200	134
400	267
600	400

Potential Occupation after Completion

Manicurist, Pedicurist, Sales Rep.

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Manicurist with a GPA of “C” (70%) or better, and has paid all charges due to Asel Beauty College, s/ he is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the licensing exam with an overall average of 75%.

Nail Technician Syllabus - 600 Clock Hours

The Nail Technician course consists of six hundred (600) clock hours which includes a minimum of 240 clock hours of technical instruction with the remaining 360 clock hours allotted to the completion of the state board’s minimum specified practical operations, additional practical operations and clinic work.

This course is 200 hours over the state’s minimum requirements to provide students more time to gain and perfect marketable skills – electric nail drill techniques, advanced pedicure and manicure techniques and additional nail enhancements and art skills are taught and mastered.

Licensed manicurists secure positions as nail techs, nail artists, pedicurists, product demonstrators and sales representatives.

The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements. Additional techniques in drill work, nail art, paraffin systems, massage, aromatherapy, and gel systems will be taught by the instructors and practiced by the students. Reception desk duties, professionalism, personal and business ethics, personal grooming and dress, employer/employee relationships, customer relations and communication skills will be modeled and discussed.

Such technical instruction and practical operations shall include:

Subject NAIL CARE - 400 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Manicures and Pedicures	40	60	60
Nail Enhancements	20	180 nails	80
Electric Drill Work	10	80 nails	50
Massage, Reflexology, Aromatherapy	10	10	10
Artwork	20	80 nails	80
Employment options for Nail Technicians	10	---	---
Advanced Marketing Techniques	10	---	---
HEALTH & SAFETY 200 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Laws & Regulations	20	----	----
Health & Safety/Anatomy	30	----	----

Disinfection & Sanitation	20	80	80
Electricity	5	----	----
Cosmetology Chemistry related to Nail Care	20	---	---
Infectious Control/Microbiology	25	---	---

COURSE EDUCATION GOALS

The goals of the Nail Technician course of study are to prepare students for the state licensing examination and to become profitable as a Nail Technician. The knowledge and skills will prepare licensed technicians for work as a Nail Technician, Manicurist, Pedicurist, Nail Artist, Podiatrist Assistant, Product Demonstrator, Salon/Spa Owner, Spa/Salon Manager, or Health/Beauty Sales Representative. D.O.T. #331.674-010, (CIP #12.0410, S.O.C. #39-5092)

COURSE PERFORMANCE OBJECTIVES

The objectives of the Nail Technician course are for students to:

Acquire knowledge of laws and regulations created by California State Board of Cosmetology and Department of Consumer Affairs;

Understand sterilization, disinfection and sanitation procedures;

Acquire knowledge of general theory relative to nail structure and chemistry;

Master theory relative to practical manicuring and pedicuring procedures;

Acquire the ability to perform all required practical operations with a level of performance equal to 75% which is a [C] grade or better;

Acquire business management skills and techniques common to nail technicians and manicurists.

Grading Procedure

Student's academic performance is graded throughout the program, and at the scheduled completion of 300 clock hours a SAP evaluation will be completed. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale

Academic Grading

100% - 90% A.....Excellent

89% - 80% B.....Above Average

79% - 70% C.....Average

69% - 00% D..... Fail

Point Grades for Practical Work

(GPA 4) 4 POINTS = A - Passing

(GPA 3) 3 POINTS = B - Passing

(GPA 2) 2 POINTS = C - Passing

(GPA 1) 1 POINTS = D - Not Passing

(GPA 0) 0 POINTS = F - Not Passing

Potential Occupation after Completion

Manicurist, Nail technician, Pedicurist, Medical nail technician, Nail Salon Owner/Manager, Product Specialist

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Nail Technician with a GPA of "C" (70%) or better, and has paid all charges due to Asel Beauty College, s/ he is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Nail Technician/Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Nail Technician course as described above and passed the licensing exam with an overall average of 75%.

COMING SOON

Hairstylist Syllabus 600 Clock Hours

Business and Professions Code (B&P) Section 7363 (a) states: A course in hairstylist established by a school shall consist of not less than 600 hours of practical and technical instruction in the practice of barbering or cosmetology. **Pursuant to B&P 7363 © the curriculum for a hairstylist course shall, at a minimum, include technical and practical instruction in the following areas:**

100 Hours in Health and Safety

Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 – Hours Technical Instruction

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

100 Hours Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Disinfection & Sanitation

20 – Hours Technical Instruction

Practical Hours & Operations

80 – Sanitation / Disinfection

400 Hours Technical Instruction & Practical Training in Hair Dressing Services:

Hairstyling Services: including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

30 - Hours Hairstyling Technical Instruction

Practical Hours & Operations

175- Wet Hairstyling/ Thermal Styling

20 - Hours Haircutting Technical Instruction

175 - Haircutting

Hairstylist Performance Objectives

1. Acquire knowledge of laws and rules regulating California's Beauty & Barber establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to beauty & barbering including anatomy, physiology and theory.
4. Acquire business management techniques common to the beauty & barber industries.

Skills to be Developed

Learn the proper use of implements relative to all hairstyling services. Acquire the knowledge of analyzing the scalp prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all hairstyling services.

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to hairstyling, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Grading Procedure

Student’s academic performance is graded throughout the program, and, at the scheduled completion oof 300 clock hours, a SAP evaluation will be completed. At grading periods, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale

Academic Grading	Point Grades for Practical Work
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 60% D.....Fail	(GPA 1) 1 POINTS = D – Not Passing
	(GPA 0) 0 POINTS = F – Not Passing

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Hairstyling with a GPA of “C” (70%) or better, and has paid all charges due to Aseel Beauty College, s/ he is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Hairstylist license will be granted by the State of California only after the student has successfully completed and graduated from the Hairstylist course as described above and passed the licensing exam with an overall average of 75%.