Lawrence & Company

College of Cosmetology

School Catalog

Effective date Jan, 3 2017- Expiration Date Dec, 31 2017

School Catalog is updated annually and may be revised at any time.

Revised on January 3, 2017

 2048 Grant Street, Selma, Ca. 93662

Phone (559) 891-8108 Fax (559) 891-8039

www.lawrencecosmetology.com

**A MESSAGE FROM THE PRESIDENT**

Dear Student,

Welcome to ***Lawrence & Company College of Cosmetology***, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the Cosmetology, Esthetician, or Barbering Industry.

At ***Lawrence & Company College of Cosmetology***, we offer you the training to pass the California Board of Barbering and Cosmetology Licensing Examination. Our training includes a mock-board examination that will help assure your success at the State Board Exam. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at ***Lawrence & Company College of Cosmetology.*** Our goal is to help you discover your ability to transform your life and other’s lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mrs. Diana Rodriguez

President

Lawrence & Company

College of Cosmetology

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**MISSION STATEMENT**

The mission of Lawrence & Company College of Cosmetology is to offer an extensive accelerated educational program that prepares the successful student to pass the California State Board exam by providing a stimulating enthusiastic atmosphere to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and function as cosmetology, esthetician, manicuring, and barbering entrepreneurs and teachers of the future.

To meet that goal, we strive to provide an outstanding facility, experienced and highly trained instructors and a curriculum developed to train and graduate students that are prepared, confident and excited to enter a career within the salon and beauty industry.

**History and Ownership**

\*Lawrence & Company College of Cosmetology is a California corporation. The institution was established in July of 1998. Diana Rodriguez president.

\*Lawrence & Company has No pending petition in bankruptcy, is operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.)

 **APPROVAL DISCLOSURE STATEMENT**

**LAWRENCE & COMPANY COLLEGE OF COSMETOLOGY is a Private Institution** and is licensed to operate by the California bureau for Private Post-Secondary Education pursuant to California Education Code Section 94311. The Bureau approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau Institutional approval must be reapproved every four years and is subject to continuing review.

Approved courses and curriculum are:

  **Cosmetology: 1600 Clock Hours** (D.O.T. #332.271-010, CIP #12.0401)

 **Manicuring: 400 Clock Hours** (D.O.T. #331.674-010, CIP #12.0499)

 **Esthetician: 600 Clock Hours** (D.O.T. #332271-010, CIP #12.0409)

 **Barbering: 1500 Clock Hours** (D.O.T. #332271-010, CIP #12.0413)

 **Instructor Trainee: 600 Clock Hours** (D.O.T. #075,127-010 CIP #12.9999)

*Lawrence & Company* facilities occupancy level accommodating 95 students at any one time. Prospective enrollees are 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. This school currently has available Federal sponsored programs, or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify.

The following are state boards, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94315.12.

**CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY**

P.O. Box 944226 Sacramento, CA 94244-2260 (916) 445-1254

**National Accrediting Commission of Career Arts & Sciences**

3015 Colvin St.
Alexandria, VA 22314 (703) 600-7600

\*Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education at:**

2535 Capitol Oaks Drive Suite 400 Sacramento Ca 95833

Phone 1-888-370-7589 Fax (916) 263-1897

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

\*As a prospective student, you are encouraged to review this catalog prior to singing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to singing an enrollment agreement.

\*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.bbp.ca.gov](http://www.bbp.ca.gov)

\*All information and contents of this school catalog is current and correct and it is so certified on this date of January 2017 by: Diana Rodriguez Title: President

**This School is approved for Title IV from Department of Education as of December 2013**

 **STUDENT TUITION RECOVERY FUND STATEMENT**

**STATE OF CALIFORNIA**

**STUDENT TUITION RECOVERY FUND**

California Law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94944). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of:

1. The closure of the institution
2. The Institution’s breach of anticipatory breach of the agreement for the course of instruction
3. A decline in the quality or value of the courses of instruction within the 30-day period before the institution’s closure.

**Student Tuition Recovery Fund** You must pay the state-imposed assessment for Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1.You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed students loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third-party.

**You are not eligible for protection from STRF** and you are not required to pay the STRF assessment, if either of the following applies

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total changes are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency program attending certain schools regulated by the Bureau for Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the source of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials foe which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for violation of the Act.”

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

 It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau’s service on the student, within four years of institution’s closure. For further information or instruction contact:

**The Bureau for Private Post-Secondary Education**

**2535 Capitol Oaks Drive, Suite 400**

**Sacramento, CA 95833**

**P.O. box 980818, West Sacramento, CA 95798-0818**

**(888) 370-7589**

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

**STUDENT SERVICES**

 The following services are available to all students of Lawrence & Company (Posted on Bulletin board)

\*Job placement information

\*Childcare Facilities information

\*Transportation

\*Local Health Department information

\*Library services

**HOUSING INFORMATION**

A**)** Lawrence & Company has no dormitory facilities under its control.

B) There is a range of housing available in our area ranging between $800-$1500 per month.

C) Lawrence & Company has NO responsibility to find or assist a student in finding housing.

**Campus Security Report**

Lawrence & company encourages all students, clients, and/or visitors to report any criminal activity they witness in or outside the intuition. We do not have a security officer on campus, but you may come in to call 911 from the school. The following is the current crime statistics for 2048 Grant Street.

2015 Crime Statistics

Murder/Homicide 0 Motor Vehicle Theft 1

Rape/Sexual Offense 0 Arson 0

Breaking & Entering 0 Robbery 0

Larceny and Theft 0 Crime Rate (total incidents) 1

**FOR HANDICAPPED STUDENTS**

Currently for the handicapped and /or programs for the handicapped are not available.

**FACILITIES**

***Lawrence & Company College of Cosmetology*** is spacious 7,300 sq. ft., air conditioned, modern facility with many benefits for our staff and students. Our school simulates salon conditions with our Milady curriculum, to help our students “learn-by-doing” with modern salon equipment, updated shampoo stations, hair dryers and a variety of salon supplies that help enhance the student’s product knowledge. A student library on the clinic floor for their resources. Eating and rest areas are provided. Each student uses a locker to keep his/her equipment and personal belongings in. Our students learn inventory control and assist in operating our supply system through working the front desk and dispense room. Our objective is to help the student become “salon ready”.

**EDUCATIONAL OBJECTIVES**

At ***Lawrence & Company College of Cosmetology***, our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology, esthetician, manicuring, or barbering entrepreneurs and teachers of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Manicurist, Make-up Artist** or as a **Beauty Salon Operator**. Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner.**

The daily training operation of ***Lawrence & Company College of Cosmetology*** is under the instruction of a qualified Supervisor Ms. Ana Rodriguez who brings many years of valuable experience within the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry. Our Supervisor Ms. Rodriguez brings many years of administrative experience to the program. This experience compliments her great educational and managerial talents and expertise.

The resultant educational program, the teaching and training at ***Lawrence & Company College of Cosmetology*** represents the spectrum of cosmetology knowledge and experience. ***Lawrence & Company College of Cosmetology*** presents a challenging teaching and learning environment designed to maximize the student’s preparation and opportunity for success in one of today’s most exciting career fields…..the beauty industry.

The quality of ***Lawrence & Company College of Cosmetology*** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers and trainers with proven expertise from virtually all cosmetology, manicuring and skin care professions. These exciting activities are carried out in an environment that is characterized by:

1. Spacious, well-lighted facilities, remodeled to meet functional school needs.
2. Salon-type equipment especially designed to properly enhance student training.
3. An educational philosophy that demands student’s adherence to exemplary professional conduct and standards.
4. An instructional methodology that provides continual individualized instructions during complete tenure of student training.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. ***Lawrence & Company College of Cosmetology*** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious students. We will be pleased to answer all of your questions.

**ADMISSION REQUIREMENTS**

Enrollees are admitted as regular students under one of the following criteria:

1. Applicant must have a High School Diploma or its equivalent, (GED)
2. Valid I.D.
3. Social Security Card
4. Teacher training applicants must have a High School Diploma or its equivalent in addition to a valid Cosmetology License.
5. Lawrence & Company does not recruit students already attending or admitted to another school offering a similar program of study. At this institution we do not admit ability to benefit students. (An ability to benefit student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at in institution.)

**STATEMENT OF NON-DISCRIMINATION**

***Lawrence & Company College of Cosmetology*** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, and age, area of ethnic origin or residence in its admissions, instruction, or graduation policies.

**CREDIT EVALUATION**

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Cosmetology Rules and Regulations. Occasionally, a student’s acceptance by the college will depend entirely on the California State Board of Barbering/Cosmetology.

**FRESHMAN CLASS-ENROLLMENT**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. *See CURRICULUMS.*

The freshman class teaches you from the very beginning and introduces the basis for those areas that you will need to know to pass State Board Examinations. From this initial production, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: Cosmetology 200 hours and Manicuring 50 hours.

***Lawrence & Company College of Cosmetology***, considers the freshman classes to be the foundation for your future in the industry.

**TEXTBOOKS, EQUIPMENT & SUPPLIES**

Textbooks and Kits will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment along with a carrying case. The kit contains the equipment 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 student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

 **ENGLSH AS A SENCOND LANGUAGE (ESL)**

\*This institution does not offer English as a second language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English language at 10th grade level.

\*All Classes are taught in the English Language only.

\*This institution at this time does not accept students from other countries with a visa or voucher

**RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without the loss of credit of state board hours provided it is within 5 years from the date of withdrawal which is an institutional policy. All student records are stored for five years and it is the responsibility of the student to maintain all documents received from the institution. 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.

**SCHEDULES AND HOLIDAYS**

**Lawrence & Company College of Cosmetology is closed on Sundays and Mondays**

HOLIDAY OBSERVANCE

**New Year’s Day- Jan 1st-2nd Independence Day- July 4th**

**Thanksgiving- Novemeber-23rd -25th Christmas- Dec.26th-Dec.31st**

**\***A special holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

**All CLASSES HELD AT 2048 Grant St. Selma CA 93662**

**CLASS SCHEDULES 2016**

**COSMETOLOGY, MANICURING AND INSTRUCTOR TRAINEE**

Tuesday – Saturday

 Full Time 9:00am – 4:00pm 30 Hour Week

 Part Time 9:00am – 2:00pm 20 Hours Week

**ESTHETICIAN**

Tuesday – Saturday

 Full Time 9:00am – 4:00pm 30 Hours Week

 Part Time 9:00am - 2:00pm 20 Hours Week

**BARBERING**

Tuesday – Friday

 Full Time 1:00pm – 7:30p.m 30 Hour Week

 Saturday

 9:00am-4:00pm

 Part Time Not Offered at this time.

**ORIENTATION**

Orientation classes are held every Friday prior to the start date of a new class. Orientation is held from 9:30 a.m. – 10:30 a.m.

 **CLASS START DATES:**

**Cosmetology and Manicuring: 01/03/17 01/17/17 02/07/17 02/21/17**

 **03/07/17 03/21/17 04/04/17 04/18/17**

 **05/02/17 05/16/17 06/06/17 06/20/17**

 **07/04/17 07/18/17 08/01/17 08/15/16**

 **09/05/17 09/19/17 10/03/17 10/17/17**

 **11/07/17 11/21/17 12/05/17 12/19/17**

 **Esthetician and Barbering: 01/10/17 01/24/17 02/14/17 02/28/17**

 **03/14/17 03/28/17 04/11/17 04/25/17**

 **05/09/17 05/23/17 06/13/17 06/27/17**

 **07/11/17 07/25/17 08/08/17 08/22/17**

 **09/12/17 09/26/17 10/10/17 10/24/17**

 **11/14/17 11/28/17 12/12/17**

\*Schedules subject to change without notice.

**All new students, and transfer students are required to attend orientation class, and received a written or electronically school catalog prior to admission.**

*\*Note: A student is not enrolled until an enrollment agreement is completed and signed. As a perspective student you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet. Which must be provided to you prior to signing an enrollment agreement.*

**HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, the professional in the beauty 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.

**COURSE OF STUDY**

**COSMETOLOGY COURSE (1600 CLOCK HOURS):**

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred clock hours of technical instructional and practical operations covering all practices constituting they are of cosmetology. (Please see page 54)

**Educational Goals:** The cosmetology course goal is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. (D.O.T. #332271-010, CIP #120401)

**MANICURING COURSE (400 CLOCK HOURS):**

The course of study for students enrolled in a manicuring course shall consist of four hundred clock hours of technical instructional and practical operations covering all practices constituting they are of manicuring. (Please see page 56)

**Educational Goals:** The manicuring course goal is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist. (D.O.T. #332271-010, CIP #120499)

**ESTHETICIAN COURSE (600 CLOCK HOURS):**

The course of study for students enrolled in a esthetician course shall consist of six hundred clock hours of technical instructional and practical operations covering all practices constituting they are of esthetics. (Please see page 57)

**Educational Goals:** The esthetician course goal is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician. (D.O.T. #332271-010, CIP #120409)

**BARBERING COURSE (1500 CLOCK HOURS)**

The course of study for students enrolled in a barbering course shall consist of fifteen hundred clock hours of technical instructional and practical operations covering all practices constituting they are of esthetics. (Please see page 60)

**Educational Goals:** The barbering course goal is designed to prepare students for the state licensing examination and for profitable employment as a Barber. (D.O.T. #332271-010, CIP #12.0413)

 **INSTRUCTOR TRAINEE COURSE (600 CLOCK HOURS)**

The course of study for students enrolled in an instructor course shall consist of six hundred clock hours of technical instructional and practical operations covering all practices constituting they are of an instructor. (Please see page 59)

**Educational Goals:** The instructor course goal is designed to prepare students for the state licensing examination and for profitable employment as an Instructor. (D.O.T. #332271-010, CIP #1209999)

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

This institution expects **ALL** students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the, institution’s accrediting body the student must:

1. Maintain a Qualitative/Grade average of “C” (70%) or better at the end of each evaluation period. Must consist of grades, work projects completed, or other factors measurable against a norm.
2. Maintain a Quantitative/Pace level of at least 67% of the scheduled hours indicated on your enrollment contract and at each evaluation period. Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.
3. Complete the course within a maximum time frame of one-half (1-1/2) times the length of the course as stated in the enrollment agreement. For example, if the students has contracted to complete the course within 40 weeks (100% full time) (including grace time for absences), he or she must complete within 60 weeks (150% part-time).
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of academic year of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.
5. **Warning:** Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both attendance and academic requirements, he/she will be deemed ineligible for Federal Student Aid. A student may appeal this decision and if approved, be placed on Probation for the next payment period.
6. **Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be deemed ineligible for Federal Aid are not considered to be making satisfactory academic progress. The student can appeal the decision. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.
7. **Determination of Progress Status:** Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Student s will receive a hard-copy of their Satisfactory Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

 \*In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution’s refund policy will apply.

\*Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

1. **Re-establishment of SAP:** A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.
2. **Interruptions, Course Incompletes, Withdrawals:** If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress statutes as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdraw.
3. **Appeal Procedure:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Reasons for which students may appeal a negative progress determination include death of a relative, an injury, or illness of the student, or any other allowable special or mitigating circumstance. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstate, if applicable.

**Grading System:** Superior Performance 100%-90% =A

Above Average 89%-80% =B

 **Minimum Academic Status----------🡪Average 79%-70% =C**

Unsatisfactory 69%-60% =D

 Fail 59%- 0% =F

1. **Evaluation points and Payment Periods**: Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The Frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements. Evaluations are conducted at the end of each payment period at the evaluation point indicated below. Student’s compliance with the satisfactory academic progress is evaluated as follows:

**STUDENT EVALUATION PERIODS**

**Applicable to all Lawrence and Company College of Cosmetology courses and students:**

 **Cosmetology**

Evaluation Part 1: The point at which 450 hours of the course is completed.

Evaluation Part 2: The point at which 900 hours of the course is completed.

Evaluation Part 3: The point at which 1250 hours of the course is completed.

Evaluation Part 4: The point at which 1600 hours of the course is completed.

 **Barbering**

Evaluation Part 1: The point at which 450 hours of the course is completed.

Evaluation Part 2: The point at which 900 hours of the course is completed.

Evaluation Part 3: The point at which 1250 hours of the course is completed.

Evaluation Part 4: The point at which 1500 hours of the course is completed.

 **Esthetician**

Evaluation Part 4: The point at which 300 hours of the course is completed.

Evaluation Part 5: The point at which 600 hours of the course is completed.

 **Manicuring**

Evaluation Part 1: The point at which 200 hours of the course is completed.

Evaluation Part 2: The point at which 400 hours of the course is completed.

 **Barbering**

Evaluation Part 1: The point at which 450 hours of the course is completed.

Evaluation Part 2: The point at which 900 hours of the course is completed.

Evaluation Part 3: The point at which 1200 hours of the course is completed.

Evaluation Part 4: The point at which 1500 hours of the course is completed.

 **Instructor Trainee**

Evaluation Part 1: The point at which 300 hours of the course is completed.

Evaluation Part 2: The point at which 600 hours of the course is completed.

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.**11. Transfer Hours:** With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**Quantitative Standards**

The maximum time students are allowed to complete their training is one and one-half (1 ½) times the program length.  Failure to successfully complete the program within this maximum time frame will result in counseling.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program of Study** | **Cosmetology** | **Manicuring** | **Estheticians** | **Barbering** |
| **Program Length** *(Weeks)* | 56 | 15 | 20 | 54 |
| **Program Length** *(Clock Hours)* | 1600 | 400 | 600 | 1500 |
| **Evaluation Point 1** *(Weeks)* | 15 | 1 | 9 | 15 |
| **Evaluation Point  1** *(Clock Hours)* | 450 | 40 | 300 | 450 |
| **Evaluation Point  2** *(Weeks)* | 30 | 6  | 13 | 30 |
| **Evaluation Point 2** *(Clock Hours)*  | 900 | 200 | 450 | 900 |
| **Evaluation Point 3** (weeks) | 42 |  N/A | N/A | 42 |
| **Evaluation Point 3 (Clock Hours(** | 1250 |  N/A | N/A | 1200 |
| **Maximum Time Frame 150%** *(Weeks)* | 84 | 17 | 30 | 84 |
| **Maximum Time Frame 150%** *(Clock Hours)* | 2400 | 600 | 900 | 2250 |

**REPORT CARDS**

Students Report Cards are issued in separate stages in accordance to each Student’s specific program and in accordance to the school’s practices and guidelines of the academic year:

**Cosmetology:** (450 hours, at 900 hours and at 1250 hours of course)

**Estheticians:** (At 300 hours mid-point and 450 hours of course)

**Manicuring**: (At 40 hours and 200 hours mid-point)

**Barbering:** (450 hours, at 900 hours and at 1200 hours of course)

**Instructor Trainee:** (At 300 hours mid-point and 450 hours of course)

**COURSE INCOMPLETENESS**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution’s form of instruction.

**RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without the loss of credit of state board hours provided it is within 5 years from the date of withdrawal which is an institutional policy. All student records are stored for five years and it is the responsibility of the student to maintain all documents received from the institution. 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.

**ATTENDANCE STATUS**

**Full Time** students are required to attend a minimum of 30-35 hours per week.

**Part Time** students are those who must attend 20-30 hours, but less than 30 hours per week.

**CREDIT EVALUATION**

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Cosmetology Rules and Regulations. Occasionally, a student’s acceptance by the college will depend entirely on the California State Board of Barbering/Cosmetology.

**LEAVE OF ABSENCE**

Occasionally, students may experience extended personal, medical or unforeseen events which may impede them from attending class. Lawrence and Company College of Cosmetology allows for these unique circumstances by allowing a Leave of Absence (LOA) from the program. However, LOA’s can only be granted under special circumstances and if the request is formally made in writing by the student and approval is granted by Lawrence and Company College of Cosmetology supervisor.

Whether the circumstances are for personal or unforeseen events LOA’s are granted for 180 days. In rare cases, such as a serious medical condition an LOA may be granted for up to 6 (six) months in a calendar year providing there is a written request from the student’s physician.

Lawrence and Company College of Cosmetology recommends that unless there is a serious need, do not request and LOA. LOA’s can only be granted once every 12 months. Students returning from authorized LOAs will retain all credit for clocked hours and projects completed prior to their departure. Additionally, students returning from authorized LOAs will also resume their academic progress statues held prior to their LOA departure. Once you return from LOA the school will extend the student’s maximum time frame and the contract period by the same number of days taken in the LOA.

**PLEASE NOTE:** Any student who fails to return from their authorized LOA will be considered dismissed (**FROM THE LAST DAY OF ATTENDANCE, PRIOR TO THE START OF THEIR GRANTED LOA)**

**GRADING SYSTEM**

Students are evaluated on a regular basis on THEORY, PRACTICAL, and CLINICAL work. The evaluations are measured on a standard grading system based on percentage point grade. Evaluation forms are issued to students at the following intervals of their program (450 HOUS AND 1250 HOURS). The evaluation forms reflect the overall attendance and the academic progress of each student.

**PLEASE NOTE:** Each student **MUST** maintain a **(70%)** or **“C”** average to maintain a satisfactory academic status. (See page 11 for the grading system.)

**Grading System:**

 Superior Performance 100% - 90% =A

 Above Average 89% - 80% =B **Minimum Academic status---🡪 Average** 79% - 70% =C Unsatisfactory 69% - 60% =D

 Fail 59% - 0% =F

**TIMECARD CREDIT GUIDE**

The State Board of Cosmetology only recognize clocked-time punched hours of attendance, as a result of this requirement, Lawrence and Company College of Cosmetology can only be given clock-hours for credit to students who record their time and attendance using the provided punch-in and out at the beginning and ending of each day, including their lunch period.

The grace period for clocking-in is seven (7) minutes at the beginning of each class. In order to receive credit for (1/4) of an hour at the beginning of the day and at the beginning of a student’s lunch period.

**Please note:** Once a theory class has begun, no one is allowed to enter and disrupt the classroom under any circumstances.

At the conclusion of each week a new timecard is prepared based on the previous accruals of the previous timecard. Weekly time accruals are carried forward in the timecard as an accumulative total reflected in the cumulative column and as such time is carried forward with each time card. All timecards **MUST** be signed weekly by the student and the instructor.

Time cards reflect the students’ weekly record of hours and operational tasks. It is of the utmost importance for hour and operational tasks are accurately reflected in time cards. All timecards need to be legible to ensure accurate credit and proper transfer of time and operational tasks to the roaster of official file.

Time cards are Lawrence and Company College of Cosmetology property and as such, they are to remain in the school premises at all times. Upon arrival to school premises and clocking-in each student is expected to be properly groomed in required and mandate uniform. All non-Lawrence and Company College of Cosmetology academic material or activity is not permitted, nor is it tolerated.

There is a zero tolerance policy in engaging in non-school activities, reviewing or focusing on materials which are not directly related to a student’s course, assignment, or training. A student who engages in these activities will be required to immediately cease such activity and/or clock-out for the remainder of his/her day. Continuous activities of such nature can result in termination and or suspension.

**TIME CARD CREDIT**

The following is used by instructors in order to issue credit accordingly:

* Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
* The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
* The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
* Some practical operations may take longer to perform according to the student.

**Note:** The following are timed allowances imposed by the California State Board of Cosmetology for each specific operation.

Shampoo/Set = 1 ½ hours (90 Minutes) Facial = 1 ½ -2 hours (90 to 120 minutes)

Hair Cut= ½ to 1 hour (30 to 60 Minutes) Permanent Wave = 2 – 2 ½ hours (120 to 150 minutes)

Manicure =½ hour (30 Minutes) Scalp Treatment = ½ to 1 hour (30 to 60 Minutes)

The above guide is used by the State Board of Cosmetology to evaluate the training and preparedness of each student. As such, the State Board of Cosmetology does not expect a student to perform three permanent waves per day.

**DISCLOSURE OF EDUCATION RECORDS**

**(FERPA)**

Adult students, parents or guardians of minor students, and parents of tax dependent minors, have the right to inspect, review and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. Parents are not entitled to inspect the financial records of their students. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

 **STUDENT RECORDS POLICY**

It is the schools policy that all students that graduate or withdraw must request an official transcript with all their information regarding school documents .Lawrence & Company College of Cosmetology retains records of any students for a maximum of 5 years here at the institution at 2048 Grant St. Selma, CA 93662 if you do not retain documentation at the time of withdraw you may request a copy by mail at the address mentioned above. There will be a $50.00 Fee for a copy of records. Lawrence & Company will permanently keep copies of transcripts and certificate.

**GRADUATING REQUIREMENTS**

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

 **LICENSING REQUIREMENTS**

All applicants must be 17 years of age or older and have completed the 10th grade .The state of California will only issue cosmetology license upon successful completion of the cosmetology course described above and successfully passing the cosmetology state board examination with the scope of 70% or higher.

 **PROGRESS POLICY**

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subjects matter prior to graduation

 **PLACEMENT/EMPLOYMENT**

Lawrence & Company job placements assistance is provided to graduates and students at no additional charge Upon Graduation , Students name is recorded in annual report and the process follow –up begins .When students take the State Board examination , it is recorded as a pass or fail . Students are encouraged to return for placement assistance .Mrs. Ana Rodriguez assists students in placements as often as needed; however the school does not guarantee placement to any student. The school places job Positions on the bulletin board that can be accessed by all the students.

**VACCINATION POLICY**

At this time, Lawrence and Company College of Cosmetology, does not have requirements regarding vaccinations. You may seek vaccinations at our local health department.

 **CAREER COUNSELING/PERSONAL ATTENTION**

Students are counseled individually, as often as necessary, at least every twelve (12) 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 students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time.

 **Lawrence & Company College of Cosmetology**

***POLICIES AND RULES***

* School Hours are Tuesday through Saturday 9:00 a.m. to 4:00 p.m. Theory days for all students are Tuesday, Wednesday, and Thursday 9:00am – 10:00 am. If you clock in late (after 9:07 am) on theory days, Tuesday, Wednesday or Thursday, you will not be allowed to clock in until next clock in time of 10:00. If you clock in late (after 10:07) you will not be allowed to attend school that day. Friday and Saturday last clock in time is (10:07). If you clock in late you will not be allowed to attend school that day.
* If you will be **LATE** or **ABSENT**, you must call the school at 891-8108 by 8:00 am and speak with an Instructor or Administrative staff, letting them know what time you will be in. If a student does not phone in daily he/she will be counseled. Saturdays are mandatory, if not an excused absence student will lose personal service for 30 days.
* Students are required to wear clean **solid black OR white tops** and clean **black Slacks**. Your name tag must be worn at **all times**. No hats, shorts or slip on shoes are allowed at any time. Skirts may be worn ankle length only and no slits. The prescribed lab coat must be worn at all times and you cannot alter your lab coat for any reason. If your lab coat is forgotten, you will have to rent one for a daily fee or $1.00.
* While a student at Lawrence & Company you are to present a professional, neat, well-groomed appearance at all times. (You are in the beauty industry, please look professional).
* All student must use the clock in system to punch in when entering and out when leaving for every break and lunch given. Not at any time should you leave the building without clocking out. If you need to leave the building and it is not your lunch or break, you must consult with an instructor first. No student may clock in or out for another student. This may lead to expulsion for both students.

If you forget to clock in, it will be considered lost time. If tickets are lost, you will lose the operations previously signed on that ticket. No instructor will resign lost operations. It is your responsibility to keep track of all operations**.**

* It is the policy of Lawrence and Company that all students take a mandatory 60 minute lunch if clocked in past six hours. Make sure you eat enough on your lunch and breaks. Students will take lunch between 11:30 and 1:30 pm. Students should report to an instructor if they have not had lunch by 1:30 pm. Lunch breaks are assigned by stations rows. If you are not with a client, you must take your lunch at your assigned schedule. No exceptions. Lunch is 60 minutes **ONLY**. Lunch period is each student’s responsibility, and must be staggered. **Your time card must be left in slot when leaving for lunch or breaks.**
* Students suspended for non-compliance with school policies and procedures will be counted absent for the length of the suspension. Students will be held responsible for all overtime charges incurred by the absence. Students who are suspended at any time are not permitted on campus for the duration of the suspension.
* Time cards must be clearly legible and neat. This is an important document. Use pen only to fill out and sign timecard. The California Board of Barbering and Cosmetology requires that a licensed instructor sign each service rendered before the client leave. Students will not receive credit for theory hours or operations if an instructor did not witness the student’s work. Do not save your operations or theory hours for the end of the day and expect credit.
* Graduates returning to practice for State Board class (additional fee) must be in school uniform and follow all rules and regulations.
* Visitors are not allowed in the classroom, break room or lab/clinic floor unless receiving beauty service. The lab/clinic floor is a classroom and visitors must not approach students or disrupt their educational training.
* In the case that a student leaves early, they will have to obtain permission from an instructor and turn in their timecard to that instructor completed.
* College business phone is not to be used for personal business. Only in emergency Cell phones, or any other electronic devices are only to be used when you are clocked out for break or lunch.
* You must bring your theory book to class and have all your equipment available to work on clients.
* The rules of disinfection, sanitation and personal hygiene is priority and important.
* All students serving a customer must be courteous and pleasant. If difficulty arises, please call an instructor. Students cannot refuse any customer or any appointment assigned to them. Failure to take a customer will result in suspension. Appointments are not to be changed or moved by students without instructor’s permission. The student in question will be required to meet with the instructor involved, and the supervisor to discuss the suspension and details before returning to school.
* No student may leave a customer while performing any type of service. If an emergency should arise you must notify an instructor.
* A student cannot give services or product other than what is called for on the service ticket. Students violating this rule will be charged for extra service given so read very carefully.
* Students may receive personal service if permitted by an instructor at 50% discount. Personal service is a privilege and may be cancelled if there is abuse. Pricing can only be given by an instructor and have the service signed off and prepaid. Students who are on probation are not allowed personal service for that month. Discounted personal services for students are not available during suspension or leave of absence.
* Family discount is 20%. If you are single, your parents only may receive a discount. If you are married, your significant other and children only may receive a discount. Discounted service for students are only available during contracted hours. Students who clock out during their contracted hours to receive services will be charged full price for all services without any discounts.
* If a student will be transferring to another school for any reason, the student will be required to pay any outstanding balance of kit and/or overtime before Lawrence and Company will release any paperwork.
* Students must not visit with each other while working on a client. This is unprofessional. The client is paying for your time, service, and attention. If your client speaks a language that you are familiar with, please make your client comfortable and converse in said language.
* The college positively reserves the right to expel a student who gossips, uses vulgar language, disrespects a staff member or violates any school rules. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
* The college will not tolerate the use of alcohol or drugs at any time!
* Students are required to pay for any overtime charges one week before graduation. Please keep in mind that completion documents will only be issued when all monies owed to the school have been paid and funds have been confirmed.
* On graduation day you must come to school in a clean uniform to complete your applied effort. Two hours before graduation time, you may change into professional dress clothes.
* It is the students responsibility to notify the appropriate office personnel three days before completing your Pre-Applications to allow time for filling out paperwork: Cosmetology 1200 hours, Manicuring 240 hours. Please keep in mind you only have 7 days from the date you qualify to pre-app.
* All students must keep an average of 70% or better in all school subjects. Probationary status will result in case of failure to do so.
* Students are to park only in area designated by the college. The staff will show you where to park during orientation class.
* Students must comply with college policy and state rules and regulations.
* Due to absences all assignments, tests and homework must be made up on your time and it is your responsibility to check with an instructor
* Notify the school immediately of any address or telephone change.
* All enrolled students will be required to maintain a 30 hour a week attendance. If not meeting these requirements you may be counseled from Lawrence & Co and sponsor program.
* No firearms or weapons are allowed on school property at any time.

THESE RULES ARE DESIGNED TO FORM EXCELLENT WORK HABITS AND ATTENDANCE, AND TO AID IN COMPLETING YOUR COURSE AS SOON AS POSSIBLE SO THAT YOU MAY BECOME EMPLOYED AS A COSMETOLOGIST OR MANICURIST. VIOLATION OF SCHOOL RULES MAY RESULT IN SUSPENSION OR TERMINATION.

I HAVE READ THE RULES AND REGULATIONS

STUDENT SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_

**STUDENTS’ RIGHTS**

1. **CANCELLATION OF CONTRACT:** You may cancel your contract for school, without any penalty or obligation on the seventh day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy. A different cancellation policy applies for home study or correspondence courses.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. For information contact the Bureau for Private Post-Secondary Education at the address and phone number listed below.
4. IF you have any complaints, questions or problems which you cannot work out with the school, you can write or call:

**Bureau for Private Postsecondary Education**

P.O. Box 980818 West Sacramento CA 95798-0818

Phone 1-888-370-7589 Fax (916)263-1895

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

**GRIEVANCE PROCEDURE**

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Supervisor.
3. If you are unable to deliver the form to the Supervisor you may mail it to the President:

**Ms. Diana Rodriguez**

**2048 Grant Street**

**Selma, CA 93662**

1. All grievances regardless of the nature will be turned over to the owner and reviewed.
2. The Director will evaluate the grievance and set up an appointment with the person within five days from the receipt of the form. If the grievances are an emergency it will be addressed within 24 hours.
3. Any grievance that you cannot work out with the institution you may contact:

**Bureau for Private Postsecondary Education**

P.O. Box 980818 West Sacramento CA 95798-0818

Phone 1-888-3707589 Fax (916) 263-1895

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

**PROBATION AND DISMISSAL POLICY**

 **Grounds for Probation**

1. **Not meeting Attendance requirements**
2. **Not meeting dress code**
3. **Not fallowing the School Rules and Policy**

**Grounds for Dismissal**

1. **ZERO TOLERANCE FOR ALCOHOL AND DRUGS**
2. **7 OR MORE ABSENCES WITHOUT NOTIFICATION**
3. **DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED**
4. **FIGHTING OR PHYSICAL/MENTAL ABUSE**
5. **RUDNESS TO CLIENTS, FELLOW STUDENTS AND/OR TEACHERS/STAFF**
6. **ANY TYPE OF ILLEGAL KNIVES/WEAPONS ON SITE**
7. **DAMAGE TO PRIVATE PROPERTY**

**TEXTBOOKS, EQUIPMENT & SUPPLIES**

Textbooks and Doll head 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 mid-point Freshman training (approx... 100 hours), each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment 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 equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

**TUITION AND FEE SCHEDULE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course | Tuition | App.Fee | Reg. Fee | Book | Kit | STRF | Tax | TotalCharges | Week |
| Cosmetology | $17600.00 | $25 | $75 | $400 | $1500 | $0.00 | $165 | $19765.00 | 56 |
| Manicuring | $2,550.00 | $25 | $75 | $170 | $720 | $0.00 | $78 | $3,600.00 | 15 |
| Estheticians | $6600.00 | $25 | $75 | $400 | $1250 | $0.00 | $144 | $8494.00 | 20 |
| Barbering | $16500.00 | $25 | $75 | $400 | $1500 | $0.00 | $165 | $18665.00 | 54 |
| Instructor Trainee | $3,000.00 | $25 | $75 | $150 | $775 | $0.00 | $81 | $4,106.00 | 25 |

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

\*Note: The student has the right to a refund of the registration fee until the end of the seventh day from when they started their first class. No refund after that date.

\*Once used, kits are not returnable or refundable due to sanitary conditions.

\*Note: Length of time in course depends on the number of hours the student contracts for/on a monthly basis specified in the Enrollment Agreement.

\*Charges for a period of attendants will be charged on an hourly rate (your program hours divide by your cost of tuition will be you balance).

**GAINFUL EMPLOYMENT**

We are new in Title IV participation therefore, there is no sufficient data.

**EXTRA INSTRUCTION CHARGES**

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour, as follows:

COSMETOLOGY: $11.00/HR MANICURING: $11.00/HR BARBERING: $11.00/HR

ESTHETICIAN: $11.00/HR INSTRUCTOR TRAINEE $11.00/HR

**Former** Students requiring preparation for the State Board Exam will be billed at the course hourly rates, and a fee of $50.00 for processing. Former Students must also furnish their own equipment.

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

**METHOD OF PAYMENT**

During our interview of prospective students, for those students who wish to pay their own way through school, the Financial Advisor will develop a personalized payment program for each individual. The school accepts payments in the form of cash, credit card, money order, check, or Title IV payments for those who qualify.

**TUITION POLICIES AND FEES**

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly or monthly) are available.

**SCHOLARSHIPS**

 Our college does not award any institutional scholarship incentives.

**Financial Aid Disclosure**

\*Lawrence & Company College of Cosmetology offers Title IV programs and you can apply at [**www.fafsa.ed.gov**](http://www.fafsa.ed.gov)**.** School code **042261.**

**\***Notice of available GED training.

**\***Campus Security Act Disclosure Statement

**\*** Drug and Alcohol Abuse Policy Statement

\* Admissions Disclosure from

\* School performance fact sheet

\* Enrollment Agreement (sample)

**NOTICE OF AVAILABLE g.e.d. TRAINING**

**Lawrence & Company College of Cosmetology**

2048 Grant Street - Selma, CA 93662

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Key No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear prospective student:

As of 07/01/2013, if you do not already hold a high school diploma, an equivalent G.E.D. certificate, a graduation certificate from a home schooled program approved by the state or a foreign equivalent credential (12 years of education), YOU Will NOT BE ABLE TO BE admitted into our program of study under the institution's ability to benefit procedures. The ability to benefit (ATB) procedures, were removed from statute as of 07/01/2013. Our institution wants you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

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

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

|  |  |
| --- | --- |
| Entity Name |  Clovis Adult Education |
| Street Address | 1452 David E Cook Way |
| City, State and Zip | Clovis CA 93611 |
| Phone number | 559-327-2800 |

**Note: Please check with your FAO at this institution, if you can PROVE that you have attended a Title iv eligible institution before 07/01/2012, and still do not hold a high school diploma or its equivalent, you may still be able to enroll and be eligible for title iv aid.**

**FEDERAL DISCLOSURE REQUIREMENTS**

**Lawrence & Company College of Cosmetology**

2048 Grant Street - Selma, CA 93662

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Key No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To help you make a good decision about whether to sign up for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our institution wants you to know that, according to its latest information:

**Disclosure date \_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_<ate>>**

**Data for cohort year ending \_\_\_\_\_N/A\_\_\_\_<<ate>>**

**How Are Our Students Doing:**

0B0B**Student Right-to-Know Rates: Men Women Total Rates**

1a Initial cohort \_\_\_\_\_\_0\_\_\_\_\_ \_\_\_\_\_\_0\_\_\_\_\_\_\_ \_\_\_\_0\_\_\_\_\_\_\_\_\_

1c Allowable exclusions \_\_\_\_\_\_0\_\_\_\_\_ \_\_\_\_\_\_0\_\_\_\_\_\_\_ \_\_\_\_\_0\_\_\_\_\_\_\_\_

1e Final cohort \_\_\_\_\_\_0\_\_\_\_\_ \_\_\_\_\_\_0\_\_\_\_\_\_\_ \_\_\_\_0\_\_\_\_\_\_\_\_\_

2a Completers of < 2-yr programs \_\_\_\_\_\_0\_\_\_\_\_ \_\_\_\_\_\_0\_\_\_\_\_\_\_ \_\_\_\_0\_\_\_\_\_\_\_\_\_

3a Transfer-out students \_\_\_\_\_\_0\_\_\_\_\_ \_\_\_\_\_\_0\_\_\_\_\_\_\_ \_\_\_\_0\_\_\_\_\_\_\_\_\_

4 Completion or graduation rate \_\_\_0\_\_\_\_\_

5 Transfer-out rate \_\_\_0\_\_\_\_\_

6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E) \_\_\_0\_\_\_\_\_

7 Placement rate (report any placement rate calculated) \_\_\_0\_\_\_\_\_

**Line 2a above (full time undergraduates) breaks down into this**:

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity | Pell Recipients | Subsidized loan recipients without Pell | Neither of the aid programs |
|  | Male | Female | Male | Female | Male | Female |
| American Indian or Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | 0 | 0 | 0 | 0 | 0 | 0 |
| Black or African American | 0 | 0 | 0 | 0 | 0 | 0 |
| Native Hawaiian or Other Pacific Islander 0 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Latinos | 0 | 0 | 0 | 0 | 0 | 0 |
| White | 0 | 0 | 0 | 0 | 0 | 0 |

I have read and understood the graduation, retention and placement rates information provided above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Student Signature Date

**CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act**

**Lawrence & Company College of Cosmetology**

2048 Grant Street Selma, CA 93662

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Key No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/08 and 12/31/10. PLEASENOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NOT POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

:

**Report Distribution Date: January 1, 2017**

**Occurrences REPORTED within the 2014, 2015, and 2016 Calendar Years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Crimes Reported** | **2014** | **2015** | **2016** | **Location:****C=Campus****N=Non-campus****P=Public Area** | **\* Hate****Crime?****(see note)** |
| (i) Criminal homicide: | 0 | 0 | 0 |  |  |
| (A) Murder and non-negligent manslaughter | 0 | 0 | 0 |  |  |
| (B) Negligent manslaughter | 0 | 0 | 0 |  |  |
| (ii) Sex Offenses: | 0 | 0 | 0 |  |  |
| (A) Forcible sex offenses | 0 | 0 | 0 |  |  |
| (B) Non-forcible sex offenses | 0 | 0 | 0 |  |  |
| (iii) Robbery | 0 | 1 | 0 | N |  |
| (iv) Aggravated assault | 0 | 0 | 0 |  |  |
| (v) Burglary | 0 | 3 | 1 | N-C |  |
| (vi) Motor Vehicle Theft | 1 | 1 | 0 | C |  |
| (vii) Arson | 0 | 0 | 0 |  |  |
| (viii) Liquor law violations | 0 | 0 | 0 |  |  |
| (A) Arrests for liquor law violations, Drugs law violations and illegal weapons law violations. | 0 | 0 | 0 |  |  |
| (B) Persons not included in (viii) (A) who were referred to campus disciplinary | 0 | 0 | 0 |  |  |
| Larceny-theft (attempted Larcenies included)  | 0 | 0 | 0 |  |  |
| Simple Assault  | 0 | 0 | 0 |  |  |
| Intimidation | 0 | 0 | 0 |  |  |
| Destruction, Damage or Vandalism of Property | 0 | 2 | 0 | N |  |

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

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

1. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.

(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s secretary

who contacts the correct police department District for statistics and the institution’s Daily Incident Log, and then records those statistics.

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

**[10006] CAMPUS SECURITY ACT DISCLOSURE STATEMENT –Cleary Act—**

Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor’s badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours staring at 5 PM. When the school closes for the night, the school’s official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such

**[10006] CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued) Page 2**

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

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

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

7. All incidents shall be recorded in the Daily Incident Log at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

* 1. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
	2. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

 10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

**[10006] CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued) Page 3**

* 1. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
1. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
2. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
3. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
4. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
5. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
6. The institutional disciplinary actions in reference to an alleged sex offence are as follows:
7. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and
8. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
9. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
	1. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.

Http\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
* The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.

The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

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

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

* A description of the law enforcement authority of the campus security personnel.
* A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

**The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.**

**[10006] CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued) Page 4**

**This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies**

**This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.**

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

**Fire safety (668.49)**

**Missing students (668.46(h))**

**Emergency notifications 668.46(g))**

**Hate crimes 668.46(c))**

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

**Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).**

|  |  |
| --- | --- |
| Name of institution’s Financial Aid Officer | Default to FAO |
| Title | Financial Aid Officer |
| School Name | **Lawrence & Company Beauty College 0453-01** |
| Street address | 2048 Grant Street |
| City, State Zip | Selma CA 93662 |
| Phone No. |  |

 **DRUG & ALCOHOL ABUSE POLICY STATEMENT**

**Lawrence & Company College of Cosmetology**

2048 Grant Street - Selma, CA 93662

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Key No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

Director of Grants and Services

United States Department of Education

400 Maryland Avenue SW.

Room 3124, GSA Regional Office Bldg. #3

Washington, DC 20202-4571

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

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

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

|  |  |
| --- | --- |
| Entity Name | Corner Community Alcohol and Drug Recovery System Inc. |
| Street Address | 801 W 7th street |
| City, State and Zip | Hanford CA 93230 |
| Phone number | 559-583-2034 |

|  |  |
| --- | --- |
| Entity Name | Eleventh Hour |
| Street Address | 334 Shaw Ave Suite 100 |
| City, State and Zip | Clovis CA 93612  |
| Phone number | 559-322-1819 |

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

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

**ADMISSIONS DISCLOSURE FORM**

**Lawrence & Company College of Cosmetology**

2048 Grant Street - Selma, CA 93662

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Key No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

I certify that I have been advised of my obligations to repay any Perkins/FFELP/Direct Stafford Subsidized and Unsubsidized Loan(s) I may obtain at this institution.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Institutional Official's Signature Date

**Lawrence & Company College of Cosmetology**

2048 Grant Street Selma, CA 93662 (559)891-8108 www.lawrencecosmetology.com

**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS 2014 & 2015**

**Program Name: Cosmetology Program Length: 1600 clock hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar year prior to reporting.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Students Available for Graduation** | **Number of On-Time****Graduates** | **On-Time****Completion Rate** |
| **2014** | **20** | **22** | **22** | **91%** |
| **2015** | **23** | **22** | **10** | **43%** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information**

**Students Completing Within 150% of the Published Program Length**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of students who began program**  | **Students available for graduation**  | **150%****Graduates**  | **150%****Completion rate**  |
| **2014** |  **20** |  **22** |  **1** |  **.05%** |
| **2015** |  **23** |  **22** |  **0** |  **0 %** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Job Placement Rate (includes data for two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Number of Graduates** | **Graduates Available for Employment** | **Graduates Employed in the Field**  | **Placement rate % Employed in the Field (5)** |
| **2014** | **20** | **22** | **20** | **14** | **70%** |
| **2015** | **23** | **10** | **10** | **5** | **50%** |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See admissions office to obtain this information.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduated Employed in the Field 20-29 Hours Per Week** | **Graduates Employed in the Field at Least 30 Hours Per Week** | **Total Graduates Employed in the Field** |
| 2014 | 14 | 0 | 14 |
| 2015 | 5 | 0 | 5 |

**Single Position vs. Concurrent Aggregated Position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduate Employed in Field in a Single Position** | **Graduates Employed in the Field in Concurrent Aggregated Positions** | **Total Graduates Employed in the Field** |
| **2014** | **14** | **0** | **14** |
| **2015** | **5** | **0** | **5** |

**Self-Employed / Freelance Positions**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed who are Self-Employed or Working Freelance** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **0** | **0** |

**Institutional Employment**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Intuition, or an Employer who Shares Ownership with the Intuition.** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **0** | **0** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Graduates in Calendar Year** | **Number of Graduates Taking Exam** | **Number who Passed First Available Exam** | **Number who Failed First Available Exam** | **Passage rate (3)** |
| 2014 | 14 | 14 | 12 | 2 | 86% |
| 2015 | 10 | 10 | 8 | 2 | 80% |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Graduates Available for Employment** | **Graduates Employed in Field** | **20,001 – 25,000** | **35,001 - 40,000** | **40,001 -45,000** | **45,001 – 50,000** | **No Salary Information Reported** |
| **2014** | **20** | **14** | **13** |  |  |  | **1** |
| **2015** | **10** | **5** | **5** |  |  |  |  |

A list of sources used to substantiate salary disclosures is available from the school through the admissions office.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total Charges for the program for students completing on-time in 2015: $14,841.00 Additional charges may be incurred if the program is not completed on-time.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Dept.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Most recent three year cohort default rate, as reported by the United State Department of Education.** | **The percentage of enrolled students in 20XX receiving federal student loans to pay for this program.** | **The average amount of federal student loan debt of 20XX graduates who took out federal student loans at this institution** | **The percentage of graduates in 20XX who took out federal student loans to pay for this program.** |
| N/A |  |  |  |

The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this schools students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filled with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placements rates, starting salaries, or licenses exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Privates Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916)263-1897.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name-Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Official Date

**Lawrence & Company College of Cosmetology**

2048 Grant Street Selma, CA 93662 (559)891-8108 www.lawrencecosmetology.com

**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS 2014 & 2015**

**Program Name: Manicuring Program Length: 400 clock hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar year prior to reporting.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Students Available for Graduation** | **Number of On-Time****Graduates** | **On-Time****Completion Rate** |
| **2014** | **3** | **3** | **3** | **100%** |
| **2015** | **2** | **2** | **1** | **50%** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information**

**Students Completing Within 150% of the Published Program Length**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of students who began program**  | **Students available for graduation**  | **150%****Graduates**  | **150%****Completion rate**  |
| **2014** |  **3** |  **3** |  **0** |  **0%** |
| **2015** |  **2** |  **2** |  **0** |  **0 %** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Job Placement Rate (includes data for two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Number of Graduates** | **Graduates Available for Employment** | **Graduates Employed in the Field**  | **Placement rate % Employed in the Field (5)** |
| **2014** | **3** | **3** | **3** | **2** | **67%** |
| **2015** | **2** | **1** | **1** | **1** | **100%** |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See admissions office to obtain this information.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduated Employed in the Field 20-29 Hours Per Week** | **Graduates Employed in the Field at Least 30 Hours Per Week** | **Total Graduates Employed in the Field** |
| 2014 | 3 | 0 | 3 |
| 2015 | 1 | 0 | 1 |

**Single Position vs. Concurrent Aggregated Position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduate Employed in Field in a Single Position** | **Graduates Employed in the Field in Concurrent Aggregated Positions** | **Total Graduates Employed in the Field** |
| **2014** | **3** | **0** | **3** |
| **2015** | **1** | **0** | **1** |

**Self-Employed / Freelance Positions**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed who are Self-Employed or Working Freelance** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **1** | **1** |

**Institutional Employment**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Intuition, or an Employer who Shares Ownership with the Intuition.** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **0** | **0** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Graduates in Calendar Year** | **Number of Graduates Taking Exam** | **Number who Passed First Available Exam** | **Number who Failed First Available Exam** | **Passage rate (3)** |
| 2014 | 3 | 2 | 2 | 0 | 100% |
| 2015 | 1 | 1 | 2 | 0 | 100% |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Graduates Available for Employment** | **Graduates Employed in Field** | **20,001 – 25,000** | **35,001 - 40,000** | **40,001 -45,000** | **45,001 – 50,000** | **No Salary Information Reported** |
| **2014** | **3** | **3** | **3** |  |  |  |  |
| **2015** | **1** | **1** | **1** |  |  |  |  |

A list of sources used to substantiate salary disclosures is available from the school through the admissions office.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total Charges for the program for students completing on-time in 2015: $3600.00 Additional charges may be incurred if the program is not completed on-time.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Dept.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Most recent three year cohort default rate, as reported by the United State Department of Education.** | **The percentage of enrolled students in 20XX receiving federal student loans to pay for this program.** | **The average amount of federal student loan debt of 20XX graduates who took out federal student loans at this institution** | **The percentage of graduates in 20XX who took out federal student loans to pay for this program.** |
| N/A |  |  |  |

The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this schools students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filled with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placements rates, starting salaries, or licenses exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Privates Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916)263-1897.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name-Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Official Date

**Lawrence & Company College of Cosmetology**

2048 Grant Street Selma, CA 93662 (559)891-8108 www.lawrencecosmetology.com

**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS 2014 & 2015**

**Program Name: Esthetician Program Length: 600 clock hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar year prior to reporting.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Students Available for Graduation** | **Number of On-Time****Graduates** | **On-Time****Completion Rate** |
| **2014** | **0** | **0** | **0** | **0%** |
| **2015** | **0** | **0** | **0** | **0%** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information**

**Students Completing Within 150% of the Published Program Length**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of students who began program**  | **Students available for graduation**  | **150%****Graduates**  | **150%****Completion rate**  |
| **2014** |  **0** | **0** |  **0** |  **0%** |
| **2015** |  **0** | **0** |  **0** |  **0 %** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Job Placement Rate (includes data for two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Number of Graduates** | **Graduates Available for Employment** | **Graduates Employed in the Field**  | **Placement rate % Employed in the Field (5)** |
| **2014** | **0** | **0** | **0** | **0** | **0%** |
| **2015** | **0** | **0** | **0** | **0** | **0%** |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See admissions office to obtain this information.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduated Employed in the Field 20-29 Hours Per Week** | **Graduates Employed in the Field at Least 30 Hours Per Week** | **Total Graduates Employed in the Field** |
| 2014 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |

**Single Position vs. Concurrent Aggregated Position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduate Employed in Field in a Single Position** | **Graduates Employed in the Field in Concurrent Aggregated Positions** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** | **0** |
| **2015** | **0** | **0** | **0** |

**Self-Employed / Freelance Positions**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed who are Self-Employed or Working Freelance** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **0** | **0** |

**Institutional Employment**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Intuition, or an Employer who Shares Ownership with the Intuition.** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **0** | **0** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Graduates in Calendar Year** | **Number of Graduates Taking Exam** | **Number who Passed First Available Exam** | **Number who Failed First Available Exam** | **Passage rate (3)** |
| 2014 | 0 | 0 | 0 | 0 | 0% |
| 2015 | 0 | 0 | 0 | 0 | 0% |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Graduates Available for Employment** | **Graduates Employed in Field** | **20,001 – 25,000** | **35,001 - 40,000** | **40,001 -45,000** | **45,001 – 50,000** | **No Salary Information Reported** |
| **2014** | **0** | **0** | **0** |  |  |  |  |
| **2015** | **0** | **0** | **0** |  |  |  |  |

A list of sources used to substantiate salary disclosures is available from the school through the admissions office.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total Charges for the program for students completing on-time in 2015: $0.00 Additional charges may be incurred if the program is not completed on-time.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Dept.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Most recent three year cohort default rate, as reported by the United State Department of Education.** | **The percentage of enrolled students in 20XX receiving federal student loans to pay for this program.** | **The average amount of federal student loan debt of 20XX graduates who took out federal student loans at this institution** | **The percentage of graduates in 20XX who took out federal student loans to pay for this program.** |
| N/A |  |  |  |

The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this schools students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filled with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placements rates, starting salaries, or licenses exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name-Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Official Date

**Lawrence & Company College of Cosmetology**

2048 Grant Street Selma, CA 93662 (559)891-8108 www.lawrencecosmetology.com

**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS 2014 & 2015**

**Program Name: Barbering Program Length: 1500 clock hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar year prior to reporting.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Students Available for Graduation** | **Number of On-Time****Graduates** | **On-Time****Completion Rate** |
| **2014** | **0** | **0** | **0** | **0%** |
| **2015** | **0** | **0** | **0** | **0%** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information**

**Students Completing Within 150% of the Published Program Length**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of students who began program**  | **Students available for graduation**  | **150%****Graduates**  | **150%****Completion rate**  |
| **2014** |  **0** | **0** |  **0** |  **0%** |
| **2015** |  **0** | **0** |  **0** |  **0 %** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Job Placement Rate (includes data for two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Students Who Began Program** | **Number of Graduates** | **Graduates Available for Employment** | **Graduates Employed in the Field**  | **Placement rate % Employed in the Field (5)** |
| **2014** | **0** | **0** | **0** | **0** | **0%** |
| **2015** | **0** | **0** | **0** | **0** | **0%** |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See admissions office to obtain this information.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduated Employed in the Field 20-29 Hours Per Week** | **Graduates Employed in the Field at Least 30 Hours Per Week** | **Total Graduates Employed in the Field** |
| 2014 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |

**Single Position vs. Concurrent Aggregated Position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **Graduate Employed in Field in a Single Position** | **Graduates Employed in the Field in Concurrent Aggregated Positions** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** | **0** |
| **2015** | **0** | **0** | **0** |

**Self-Employed / Freelance Positions**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed who are Self-Employed or Working Freelance** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **0** | **0** |

**Institutional Employment**

|  |  |  |
| --- | --- | --- |
| **Calendar Year** | **Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Intuition, or an Employer who Shares Ownership with the Intuition.** | **Total Graduates Employed in the Field** |
| **2014** | **0** | **0** |
| **2015** | **0** | **0** |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Number of Graduates in Calendar Year** | **Number of Graduates Taking Exam** | **Number who Passed First Available Exam** | **Number who Failed First Available Exam** | **Passage rate (3)** |
| 2014 | 0 | 0 | 0 | 0 | 0% |
| 2015 | 0 | 0 | 0 | 0 | 0% |

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Calendar Year** | **Graduates Available for Employment** | **Graduates Employed in Field** | **20,001 – 25,000** | **35,001 - 40,000** | **40,001 -45,000** | **45,001 – 50,000** | **No Salary Information Reported** |
| **2014** | **0** | **0** | **0** |  |  |  |  |
| **2015** | **0** | **0** | **0** |  |  |  |  |

A list of sources used to substantiate salary disclosures is available from the school through the admissions office.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total Charges for the program for students completing on-time in 2015: $0.00 Additional charges may be incurred if the program is not completed on-time.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Dept.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Most recent three year cohort default rate, as reported by the United State Department of Education.** | **The percentage of enrolled students in 20XX receiving federal student loans to pay for this program.** | **The average amount of federal student loan debt of 20XX graduates who took out federal student loans at this institution** | **The percentage of graduates in 20XX who took out federal student loans to pay for this program.** |
| N/A |  |  |  |

The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this schools students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Students** **Initials: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name-Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Official Date

 **ENROLLMENT AGREEMENT (California BPPE Page 1)**

|  |  |
| --- | --- |
| **School’s Name****LAWRENCE & COMPANY COLLEGE OF COSMETOLOGY** | **Address where instruction will be provided****2048 GRANT ST****SELMA CA, 93662 Phone 891-8108** |
| **Student Name SAMPLE** |  | **Social Security No: 000/00/0000** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Street Address:**  | **City:** | **State: CA** | **Zip Code:** |

**Course Name:COSMETOLOGY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIP code # 120499 SOC Code # 395012**

**Certificate \_X\_\_ Diploma\_\_\_\_ Course of \_\_\_\_\_\_ Semester OR \_\_\_\_\_\_\_ Quarter Credit hours AND/OR\_X\_ Clock Hours**

**Course description: The Cosmetology course study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist.**

**Graduation Requirements: When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and /or cosmetician with a GPA of “C” (70) or better the student will be awarded a certificate of completion of all requirements.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enrollment:** | Cr/Clock Hrs. in Course |  | Transferred Hours |   | HoursEnrolled |   | CancellationDate |  |
|  | Start Date |  | Expected End Date |  | Instructional Weeks # |  | On-time Graduation Date: (See Note) |  |

 **Note: On time Graduation date includes a grace period of 30 additional calendar days to complete the course. Additional training time beyond this date will cost the student $ 10 per Hour needed. These charges would not be covered by Title IV Financial aid.**

**Initials \_\_\_\_\_\_\_\_\_\_\_\_\_ The period covered by this Enrollment Agreement is from 10/08/2013 to 12-09-2014.**

**Enrollment Status: 🗆 Full time 🗆 ¾ time 🗆1/2 time 🗆Less than 1/2 time 🗆Part time**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Class Schedule:** | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Hours per Week |
| Daily Hours | Closed | Closed |  6 | 6 | 6 | 6 | 6 | 30 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Itemized Charges****By Payment Period** | **1st Payment Period** | **2nd Payment** **Period** | **3rd Payment****Period** | **4th Payment****Period** | **Total Charges for entire Course** |
| Tuition | $.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Application Fee(**Nonrefundable**) | $0.00 | 0.00 | 0.00 | 0.00 |  $0.00 |
| Registration Fee(**Nonrefundable)** | $0.00 | 0.00 | 0.00 | 0.00 |  $0.00 |
| Books (**Nonrefundable**) | $0.00 | 0.00 | 0.00 | 0.00 |  $0.00 |
| Kit (**Nonrefundabl**e) | $0.00 | 0.00 | 0.00 | 0.00 |  **$**0.00 **arges** |
| Tax **(Non-Refundable)** | $0.00 | 0.00 | 0.00 | 0.00 |  $0.00 |
| STRF (**Non-Refundable)** | $0.00 | 0.00 | 0.00 | 0.00 |  $ 0.00 |
| **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.**  **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM****TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_$0.00$0.00 |
| **Estimated Payments:** |  |  |  |  |  |
| Pell Grant | $ | $ | $ | $ |  |
| FSEOG | N/A | N/A | N/A | N/A | N/A |
| Subsidized **(NET LOAN)**  | N/A | N/A | N/A | N/A | N/A |
| Unsubsidized **(NET LOAN)** | N/A | N/A | N/A | N/A | N/A |
| PLUS **(NET LOAN)** | N/A | N/A | N/A | N/A | N/A |
| Cash |  |  |  |  |  |
| Other (DOR) |  |  |  |  |  |
| **Total Estimated Payments** |  |  |  |  |  |

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable - **Student Initials\_\_\_\_\_\_\_\_\_**

”I certify that I have received the catalog, the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet”

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me”. If I accept a student loan I will be responsible to repay the full amount of the loan plus interest , less any amount of any refund.

|  |  |  |
| --- | --- | --- |
| **Student Signature:** | **Guarantor’s Signature:** | **Institutional Representative signature:** |
| **Printed Name:** | **Printed Name:** | **Printed name and Title:** |
| **Date:** | **Date:** | **Date:** |

**This enrollment agreement is a legally binding document when signed by the student and accepted by the institution.**

**Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**

 **A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site** [**www.bppe.ca.gov**](http://www.bppe.ca.gov)**.**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

**[10012] ENROLLMENT AGREEMENT (California BPPE) Page 2**

**Payment Methods:** Cash, Credit Card, Money Order, Check Title IV

All charges stated on page one of this agreement are due and payable prior to the completion of each payment period.

The Title IV aid stated on page one of this agreement are only estimates depending on your eligibility for funds.

Student remains responsible for all incurred charges.

A monthly payment plan has been arranged for you. The plan is to make payments due on the first of each month for the monthly amount of

 **$** .and a final payment of **$**

Equipment received and accepted by the student is NOT REFUNDABLE.

You are responsible for the total amount of charges stated on page one of this enrollment agreement.

**As stated on page one after the on time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week. There will be no Financial Aid available for this period.**

**STUDENT’S RIGHT TO CANCEL**: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session **(first day of classes)**, or the seventh day after enrollment **(seven days from the date when enrollment agreement was signed)**, whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to, a student’s lack of attendance.

**Grounds for Dismissal** ZERO TOLERANCE FOR ALCOHOL AND DRUGS, 7 OR MORE ABSENCES WITHOUT NOTIFICATION, DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED, FIGHTING OR PHYSICAL/MENTAL ABUSE, RUDNESS TO CLIENTS, FELLOW STUDENTS AND/OR TEACHERS/STAFF, ANY TYPE OF ILLEGAL KNIVES/WEAPONS ON SITE, DAMAGE TO PRIVATE PROPERTY

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed **(including absences),** there will be no refund to the student. If the student has received federal student financial aid funds the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of **$75.00** **is a non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

|  |
| --- |
| The date you notify the **Financial Aid Office** of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw. |
| The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog. |
| The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. |
| The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. |

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

 **Page 2 of 3 pages** Student initial’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[10012] ENROLLMENT AGREEMENT (California BPPE) Page 3**

**Student Tuition Recovery Fund (STRF):** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and, 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. **You are not eligible for protection from the STRF** and you are not required to pay the STRF assessment, if either of the following applies: 1) you are not a California resident. 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. **Amount of STRF Assessment; § 76120.** (a) Each qualifying institution shall collect an assessment of fifty cents ($0.50) 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 fifty cents ($0.50). **CCR §76215**(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: “The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment ,and suffered an economic loss as a result of any of the following:1).The school closed before the course of instruction was completed.2).The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within180daysbeforetheclosure of the school.3). The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.4).There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau

5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

**Refunds**: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7)Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution.

**Course Cancellation:** If a course is cancelled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at **Lawrence & company College of Cosmetology** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(degree, diploma, or certificate)** you earn in **(Cosmetology)**, is also at the complete discretion of the institution to which you may seek to transfer. If the **(credits or degree, diploma, or certificate)** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution you are transferring. 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 **«schlname»**  to determine if your **(credits or degree, diploma or certificate)** will transfer.

**\*If institution offers more than one educational program, only the program in which the student is enrolling must be listed.**

**Note**: Academic transcripts will not be released until tuition charges are paid in full.

**Placement**: This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

**ANY DISPUTE ARISING FROM ENROLLMENT AT Lawrence & Company College of Cosmetology NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION (“AAA”), AT Selma, CA UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.**

**Student understandings: I understand this agreement is not operative until I attend the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that information presented therein is binding on the school and me.**

**My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.**

**I have read and understood this agreement which consists of 3 pages.**

**Student’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

**Amended Date of Enrollment Agreement: RETURN OF TITLE IV**

Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**If any refunds are due based on the Return of the Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.**

**The order of payment of refunds is:**

**1 Unsubsidized Loans from FFELP or Direct Loan**

**2 Subsidized Loans FFELP or Direct Loan**

**3 Perkins Loans**

**4 PLUS (Graduate Students) FFELP or Direct Loan,**

**5 PLUS (Parent) FFELP or Direct Loan**

**6 Pell Grant,**

**7 Academic Competitiveness Grant (ACG),**

**8 National SMART Grant,**

**9 Federal SEOG,**

**10 other.**

**This order would apply in accordance to the aid programs available at the institution. Course Cancellation: If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at the schools in the neighborhood.**

**REFUND POLICY**

1. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
2. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed and dated copy of the Cancellation Notice, within five business days (by midnight) of the first day of classes, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
3. If the student cancels his/her enrollment after the fifth assessed business day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of $75.00. The cost of the kit and supplies are not refundable due to sanitary reasons.
4. Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of the refunds shall be “pro-rated” according to the incomplete portion of the course, less the cost of an administrative fee of $75.00. The amount the school would be allowed to retain would be calculated in the following manner:
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
6. In type B, C, D or E, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

**For Students** who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL**

**ENROLLE TO TOTLA COURSE/PROGRAM SHALL RECEIVE/RETAIN**

0.01% TO 04.9% 20%

5% TO 09.9% 30%

10% TO 1409% 40%

15% TO 24.9% 45%

25% TO 49.9% 70%

60% AND OVER 100%

**ENROLLMENT TIME** is defined as the hours of attendance and the portion of the course completed on the student’s last day of physical attendance in school***:***

Any monies due to the applicant or student shall be refunded promptly after receipt of the a formal cancellation from the student as defined in item B or formal termination initiated by the Lawrence & Company College of Cosmetology whichever shall occur no more than 15 days from the last day of the student’s physical attendance, or in the case of leave of absence, the documented date of scheduled returns.

**G.** Students who terminate prior to course completion will be charged a $75.00 non-refundable administration fee.

**H.** In the event Lawrence &Company College of Cosmetology ceased to operate after a student has been enrolled, the student is and shall be entitled to a full tuition refund. In the event a student wishes to transfer, due to Lawrence & Company College of Cosmetology no longer in operation and the student is enrolled in the cosmetology course, the following applies:

Cosmetology student’s hours are transferrable from one Cosmetology school to another. The Pro-rated refund policy will be applied if you have earned any clock hours beyond the cancellation period of 5 business days.

An exception to the above policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology with another institution shall be entitled to a full tuition refund.

**I.** If a course is canceled subsequent to enrollment, the school retains the right to the following options:

1. Provide a full refund of all monies paid
2. Provide completion of the course

 **REFUND POLICY (Continued)**

If you received a student loan(s) to cover the cost of the program, any granted refund will be returned to the lender to reduce the loan debt. In the event the amount of the refund exceeds the unpaid balance, the student loan (s) balance shall be returned to the student.

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more then 60 percent of the enrollment period in the entire course has incurred **(including absences),** there will be no refund to the student.

 **Refunds**: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution.

**Course Cancellation:** If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**Example Refund Calculation**

Hypothetical Example (Clock Hour Program) State Pro-rata Policy: Assume that a student, upon enrollment in a 1600 hour course, pays $6,800.00 for tuition, $75.00 for registration, and $525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be $4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

 **Total Paid** $ 7,400.00 **Tuition Cost** $ 6,800.00 **Paid for Instruction** $ 6,800.00

 **\*Less Registration**  **Hours in**

 **\*Fee (Not Refundable)** 75.00  **Course 1600** (Hours **Attended 600)**

 \***Less Cost of Un- returnable equipment 525.00 Hourly Charge $ 4.25 Tuition Owed**

 ***600 X $ 4.25 $ 2,550.00***

 **Equals amount paid**

**For instruction**

 ***$ 6,800.00 Refund Due $ 4,250.00***

“Contract Price” reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies.

“Amount Paid for Instruction” reflects the total amount paid to the school for tuition, fees, and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies WHICH ARE NOT REFUNDABLE.

**NOTE:** This institution calculates refunds according to State Accrediting Agency requirements. The calculation that results most favorable to the student is to the one selected on the final calculation.

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received the excess will first be applied to any other aid programs from which you are receiving funding, any remaining balance will then be returned to you.

**STUDENT LOANS**

If A student obtains a loan to pay for educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that if the student has received federal student financial aid funds, the student is entitled to refund of the money’s not paid from federal student financial aid programs fund.

**RECOVERIES & REFUNDS**

In any case where a refund is due, the application of the refund will be made as follow: to the student and shall be made within 30 days. When student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

 **COLLECTION POLICY**

Students with an outstanding balance will be notified by mail with payment due within 180 days. If no payment or payment arrangements are made within that time frame the account will be turned over to Kings Credit Services for collection.

**I HAVE READ AND UNDERSTAND THE REFUND POLICY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

**ADMISSIONS INFORMATION AND HOURS**

**ADMISSIONS**

Applicants for the admissions may secure information Tuesday through Friday between the hours of 9:00 a.m. – 4:30 p.m.

Contact person: Ms. Robin Neves or Ms. Diana Rodriguez

**FINANCIAL**

Applicants or students may secure financial information Tuesday through Friday between the hours of

9:00 a.m. – 4:30 p.m.

Contact person: Ms. Robin Neves or Ms. Diana Rodriguez

**PLACEMENT ASSISTANCE**

Wednesdays and Thursdays between the hours of 10:00 a.m. – 12:00 p.m.

Contact person: Ms. Diana Rodriguez or Ms. Robin Neves

**DRUG ABUSE PREVENTION PROGRAM**

The college makes the following information available to its students, staff and instructors:

Any individual associated with Lawrence & Company College of Cosmetology who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**Cornerstone Community Alcohol and Drug Recovery Systems Inc.**

**807 W. 7th Street**

**Hanford, CA 93230**

**(559) 583-2035**

 **DRUG POLICY**

In accordance with the Drug- Free Workplace Act of 1988 (P.L. 100-692), 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 disease, 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 substance 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.

The 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 the conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**DIRECTOR OF GRANTS AND SERVICES, UNITED STATES DEPARTMENT OF EDUCATION**

**400 MARYLAND AVENUE SW**

**ROOM 3124, GSA REGIONAL OFFICE BLDG., #3**

**WASHINGTION, DC 20202-4571**

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

 **Transferability of Credits**

**NOTICE CONCERNING TRANSFERABILTY OF CREDITS AND CREDENTIALS EARNED AT**

**OUR INSTITUTION -LAWRENCE & COMPANY COLLEGE OF COSMETOLOGY**

The transferability of credits you earn at Lawrence & Company is at the complete discretion of an institution to which you seek to transfer. Acceptance of the certificate or credits, you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or credit that you earn at this institution are 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 Lawrence & Company to determine if your credits or certificate) will transfer.”

# CURRICULUM FOR COSMETOLOGY COURSE

(1600 Hours)

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

 (b) Technical instruction means the instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin.  Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

**(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing** The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:  **Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):**The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling. **Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):** The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions. **Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):** The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers **Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):**The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting. **(2) 200 Hours of Technical Instruction in Health and Safety**  The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows: **Laws and Regulations (20 Hours of Technical Instruction):** The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. **Health and Safety Considerations (45 Hours of Technical Instruction):**The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets. **Disinfection and Sanitation (20 Hours of Technical Instruction):**The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment **Anatomy and Physiology (15 Hours of Technical Instruction):** The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology. **(3) 200 Hours of Technical Instruction and Practical Training in Esthetics** The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows: **Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):** The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.  **(4) 40 Hours Business Management**  Cashier, customer service, front desk, scheduling, and telephone ethics. **Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):** The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes. **(5) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring**  The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

**Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations):** The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

**Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):** Artificial nails including acrylic: liquid and powder brush-on, artificial nail tips and nail wraps and repairs.

**The California State Board recommends that schools provide training in the area of communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, state licensing, fundamental business practices and client service records. Lawrence & Company follows the recommendation.**

## COSMETOLOGY PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's Cosmological Establishment’s 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.

1. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
2. Will learn the procedures and terminology used in performing all cosmetology services.
3. Will learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
4. Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
5. Will learn the application of brush-on nails, nail wraps and nail tips. **GRADUATION REQUIREMENTS**

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

**GRADING SYSTEM**

**Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade.
Students must maintain a (70%) “C” average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school.**

**Theory Grade Scale**

**100%-90% A Excellent Performance**

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

**79%-70% C Satisfactory Performance**

**69%-60% D Unsatisfactory Performance**

**59%-below F Fail**

**CURRICULUM FOR MANICURING COURSE** (400 Hours)

## MANICURING PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's Manicuring Establishment’s Practices.

2. Acquire the knowledge of sanitation and sterilization as related to all phases of nails.

3. Acquire knowledge of general theory relative to manicuring including anatomy, physiology, chemistry, and theory.

4. Acquire business management techniques common to manicuring.

(a) The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) 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 or on a mannequin. Such technical instruction and practical operations shall include:

1) The Barbering and Cosmetology Act and then Board’s Rules and Regulations **(Minimum Hours of Technical Instruction 10)**

2) Cosmetology Chemistry related to manicuring practices. Shall include the chemical composition and purpose of nail care preparations. **(Minimum Hours of Technical Instruction 10)**

3) Health and Safety/Hazardous Substances: Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B. **(Minimum Hours of Technical Instruction 15)**

4) Disinfection and sanitation: Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. **(Minimum Hours of Technical Instruction 10/ Minimum Practical Operations 10)**

5) Bacteriology, anatomy and physiology **(Minimum Hours of Technical Instruction 10)**

6) Water and old manicures, including hand and arm massage **(Minimum Hours of Technical Instruction 15/ Minimum Practical Operation 40)**

7) Complete pedicure, including foot and ankle massage **(Minimum Hours of Technical Instruction 10/ Minimum Practical Operations 20)**

8) Application of Artificial Nails

A) Acrylic: Liquid and powder brush-on **(Minimum Hours of Technical Instruction 15/ Minimum Practical Operations 80 Nails)**

B) Nail tips **(Minimum Hours of Technical Instruction 10/ Minimum Practical Operations 60 Nails)**

C) Nail wraps and repairs **(Minimum Hours of Technical Instruction 5/ Minimum Practical Operations 40 Nails)**

The School also provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**NOTE:** Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

 **GRADUATION REQUIREMENTS**

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

**Theory Grade Scale**

**100%-90% A Excellent Performance**

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

**79%-70% C Satisfactory Performance**

**69%-60% D Unsatisfactory Performance**

**59%-50% F Fail**

# CURRICULUM FOR ESTHETICIAN COURSE

(600 Hours)

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall include the following hours:

1. **350 Hours of Technical Instruction and Practical Training in Facials**

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):**

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

**Preparation (15 hours of Technical Instruction):**

The subject of Preparation shall include, but not limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.

1. **200 Hours of Technical Instruction in Health and Safety**

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

**Laws and Regulations (10 hours of Technical Instruction):**

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board’s Rules and Regulations.

**Health and Safety Considerations (40 hours of Technical Instruction):**

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

**Disinfection and Sanitation (10 hours of Technical Instruction):**

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

**Anatomy and Physiology (15 Hours of Technical Instruction):**

(ESTHETICIAN COURSE CONTINUE)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

1. **50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-Up**

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues:

Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

**Make-up (20 hours of Technical Instruction and 40 Practical Operations):**

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(c) The School also provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

NOTE: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

**ESTHETICIAN PERFOMANCE OBJECTIVE**

* Acquire knowledge and familiarity with the laws and rules governing California Cosmetology establishment practices.
* Acquired the required knowledge and skill of sanitation and sterilization required in all phases of the skin.
* Acquire the knowledge of general theory relative to Esthetics, including, but not limited to anatomy, physiology, chemistry, and theory.
* Acquire business management experience and techniques common to Esthetics.

 **SKILL DEVELOPMENT**

Proper use of implements as it applies to all Cosmetician Services.

* Knowledge and experience analyzing the skin prior to any or all services to determine skin disorders.
* Application of daytime and evening make-up, including the application of false strip eyelashes.
* Proper procedure of manual and electrical facials.

 **PROFESSIONAL ACCUMEN DEVELOPMENT**

* Appreciation for skilled workmanship common to a Cosmetician.
* A positive attitude towards the public and fellow students and employees.
* Integrity, Honesty, and Respect.
* Ethical and Professional Interpersonal skills towards your patrons and colleagues.

**GRADUATION REQUIREMENTS**

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

**Theory Grade Scale**

**100%-90% A Excellent Performance**

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

**79%-70% C Satisfactory Performance**

**69%-60% D Unsatisfactory Performance**

**59%-50% F Fail**

**CURRICULUM FOR INSTRUCTOR TRAINEE PROGRAM**

**(600 Hours)**

**Cosmetology act & Board Rules & Regulations- 10 Hours**

**Preparatory Training- 150 Hours**

**Practical Preparatory Training 50 Hours**

**Conducting Classroom Instruction 100 Hours**

**Supervision of Student Practice 300 Hours**

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall include the following hours:

PERFORMANCE OBJECTIVES

* Acquire the skill and experience to being able to teach and demonstrate operational techniques.
* Ability to teach through the aid of material aids, such as: Instructional material sheets, visual aids, and tests.
* To master the ability to:
* Explain and demonstrate specific teaching techniques used by vocational instructors working in the floor and in the classroom.

SKILL AND APPRECIATION

* Constant and consistent progress toward higher achievement and professional competency.
* Development of personal and interpersonal characteristics to successfully being able to instruct others.
* Leadership and respect of students by demonstrating masterful skills of operational and technical procedures.

SKILL DEVELOPMENT

* Occupational experiences and personal characteristics necessary to upgrade the cosmetology profession by producing highly qualified graduate students.
* Lesson plans, outlines, procedures, and tests to ensure student comprehension.
* Persistence and patience to work with difficult and/or slower learning students
* Course content reflecting comprehensive and pertinent content in the course of study.
* Instructional material to facilitate set-up and preparation of class.
* Supplemental teaching aids, enabling the student to create a variety of ideas to draw from and maintain motivation.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

**Theory Grade Scale**

**100%-90% A Excellent Performance**

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

**79%-70% C Satisfactory Performance**

**69%-60% D Unsatisfactory Performance**

**59%-50% F Fail**

**CURRICULUM FOR BARBERING COURSE**

Instruction and 50 Practical Operations): The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high The Barbering Course is designed to aid the student in obtaining their license for the state of California. With this license, students can obtain positions such as salon owners, salon managers or salon employees.

(a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

**(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing**

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):**

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

**Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):**

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

**Hair Coloring and Bleaching (60 hours of Technical and low lights, and the use of dye removers.**

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

**Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):**

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

**(2) 200 Hours of Technical Instruction and Practical Training in Shaving:**

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations):**

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the clients hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages.

**(3) 200 Hours of Technical Instruction in Health and Safety**: The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

**CURRICULUM FOR BARBERING COURSE**

***(Continued)***

**Laws and Regulations (20 hours of Technical Instruction)**:

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board Rules and Regulations.

**Health and Safety Considerations (45 hours of Technical Instruction)**:

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

**Disinfection and Sanitation (20 hours of Technical Instruction)**:

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

**Anatomy and Physiology (15 hours of Technical Instruction)**:

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

**Note:** Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.

**BARBERING PERFORMANCE OBJECTIVE**

* Acquire the required knowledge of laws and rules regulating California’s Cosmetology Establishments’ Practices.
* Acquire the required knowledge of sanitation and sterilization as related to all phases of hair and skin.
* Acquire the required knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
* Acquire business management techniques common to barbering.

**SKILLS TO BE DEVELOPED**

* Learn the relative process and procedures of implementing all barbering services.
* Acquire the knowledge of analyzing the scalp, face, and skin prior to all or any services to determine any disorders.
* Will learn the procedures and terminology used in performing all barbering services.
* Will learn the different techniques of shaving.

**PLEASE NOTE:** Each student **MUST** maintain a **(70%) or “C”** average to maintain a satisfactory academic status. (See page 9-10 for the grading system.)

**Grading System:** Superior Performance 100% - 90% = A

 Above Average 89% - 80% = B

***Minimum Academic Status -------->*** **Average 79% - 70% = C**

 Unsatisfactory 69% - 60% = D

 Failing 59% - Below = F

**ORGANIZTIONAL CHART AND FACULTY EDUCATIONAL QUALIFICATIONS**

**Ms. Diana Rodriguez- President**

Licensed Cosmetologist 23 Years/ License #KK216068

BPPE Certificate of Authorization (Instructor)/ License #COAFS-06-384608

BPPE Certificate of Authorization (Financial)/ License #125886

BPPE Certificate of Authorization (Director)/ License #MHEG-59DL8J2002

Credential (Teacher)/ License #070169834

President/Financial Advisor/ Director of Education

**Mrs. Ana Rodriguez- Supervisor Instructor**

Licensed Cosmetologist 18 Years/ License #KK311562

BPPE Certificate of Authorization (Instructor) 10 Years/ License #COAFS-06-384417

Licensed Instructor 14 Years

Director of Education/ Instructor

**Ms. Sandra Castillo Gonzalez -Instructor**

Licensed Cosmetologist 13 Years/ License #KK400578

Instructor/ Supervisor

**Mr. Jesse Crouch-Instructor**

Licensed Barber 18 Years/ License #B74504

Instructor

**Josephine Dumelod Aniag -Sub Instructor**

Licensed Cosmetologist License #KK535479

Student Salon Instructor

**Mrs. Robin Neves**

Financial Aid Officer/ Admissions Officer

15 years in admin/ accounts receivables