

# *Professional Institute of Beauty*

## *School Catalog*

## *Catálogo de la Escuela*

Professional Institute of Beauty  
10801 Valley Mall  
El Monte, CA 91731  
(626) 443-9401  
(626) 255-5218

A Letter From The President

Dear Student:

Welcome to Professional Institute of Beauty (PIB). We thank you for selecting PIB to obtain your training in the beauty field of your choice. You are entering a learning experience that will give you the opportunity to be successful in the beauty industry.

At PIB, it is our goal to offer you the basic training to improve your opportunities to take and pass the licensure examination required by the California State Board of Barbering and Cosmetology.

We emphasize on teaching you how to be successful in the marketplace, and how to gain experience from each of the operations that you will perform during your training. The operations are an element necessary for you to take the required state license examination. The state license is required in order to obtain employment as a cosmetologist or as a manicurist. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual, respectful toward your instructor, your fellow students and your patrons. It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matters studied in the theory classes, shop management, business concepts, and the elements of personal success.

The training you will receive will allow you to obtain an entry-level position in the beauty industry. The real experience and the advancements in this industry will depend on your own efforts once you work in the beauty field.

It is a pleasure to have you join us at PIB. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Again, welcome to PIB. The entire staff wishes you a successful career in the beauty business world.

Sincerely,

*Maria A. Quiñonez*

Ms. Maria A. Quiñonez  
President/ Director

Professional Institute of Beauty  
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**Approval Disclosure Statement**

Professional Institute of Beauty (PIB), a private institution, was granted its approval to operate from the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818, Telephones:(888) 370-7589, (916) 431-6959, Fax (916) 263-1897 <http://www.bppe.ca.gov/>. The Bureau’s approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review.

The Bureau has approved the following courses offered by PIB:

- Cosmetology . . . . .1,600 Clock Hours
- Nail Care . . . . . 400 Clock Hours
- Cosmetology Instructor. . . . . 600 Clock Hours

Instruction is provided within a 7200 sq. foot facility with an occupancy level accommodating 150 students at any one time. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. PIB participates in some Title IV Programs to assist student to meet educational expenses. For information on those programs, see the financial aid section of this catalogue.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements.

The State of California Department of Consumer Affairs – Board of Barbering and Cosmetology provides licenses to graduates upon passing the Barbering and Cosmetology Bureau examination.

PIB is nationally accredited by the National Accrediting Commission of Career Arts and Sciences.

PIB is also recognized by the United States Department of Education (USDE) as an eligible institution to participate in the Federal PELL Grant Program, Federal Supplemental Education Opportunity Grant and the William D. Ford Federal Direct Loan Program.

Any questions a student may have regarding this catalog that have not been 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](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or fax (916) 263-1897.

Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Requests for further action may be made to the Institution’s President Ms. Maria A. Quiñonez or in his absence to Mr. Guillermo Quiñonez Jr., Administrative Assistant. Additional request for further consideration may be presented in writing to: Ms. Maria A. Quiñonez, President of Professional Institute of Beauty. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education  
 2535 Capitol Oaks Drive, Suite 400  
 Sacramento, CA 95833  
 Telephone (888) 370-7589, (916) 431-6959  
 Fax (916) 263-1897  
[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov), <http://www.bppe.ca.gov/>

I certify that all contents of this catalog are current, true and correct to the best of my knowledge,

*Maria A. Quiñonez*

Ms. Maria A. Quiñonez  
President/ Director



**Notice Of Student Rights**

1. You may cancel your contract for school, without any penalty or obligation on the first class session or the seventh day following your first class session, whichever is later, as described in the Notice of Cancellation form that will be given to you on the first day of class.  
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 sample copy.
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to 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. Contact the Bureau for Private Postsecondary Education at the address and phone number printed below for information.
4. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
5. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education  
 2535 Capitol Oaks Drive, Suite 400  
 Sacramento, CA 95833  
 Telephone (916) 431-6959  
 Fax (916) 263-1897  
[bppe@dca.ca.gov](mailto:bppe@dca.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).

**Student Tuition Recovery Fund Statement (STRF)**

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 program attending certain schools regulated by the Bureau for Private 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 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 within 180 days before the closure of the school.
  1. 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.
  2. 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.
3. An inability after diligent efforts to prosecute, prove, and collect on, a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in residency program, and prepay all or part of your tuition either 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 STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such an employer, government program or other payer, and you have no separate agreement to repay the third party.

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will document the percentage of the course

which has been completed. 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 of their rights under the STRF, or if no notice of rights are served to the student, within four years of the institution’s closure. For further information or instructions contact:

### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Telephone (916) 431-6959

Fax (916) 263-1897

[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov), <http://www.bppe.ca.gov/>

### **Mission And Educational Objectives**

At **PIB**, our mission and prime objective is to offer our students the training to assist them to acquire the knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology examinations required for a state license. Our prime vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry level 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 based on individual efforts and job experience, should move him/her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, School Supervisor/President, or School Owner.

Comprehensive List of Employment Positions: Salon Hairstylist, Free-lance Hairstylist, Salon Owner/Manager, Hair Color Specialist, Artificial Hair Services Specialist, Platform Artist, Cruise Ship Stylist, Hospital Hair-Care Service, Skin Care Specialist, Nail Technician, Salesperson/Retail Specialist, Makeup Artist, Stage and Film Makeup Artist, Beauty and Fashion Consultant, Photo Stylist, Cosmetology School Instructor, Cosmetology School Owner, Manufacturer’s Representative, State Board Examiner, State Board Inspector, Trade Publication Writer.

### **Accreditation**

**PIB is accredited by NACCAS.** The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences. NACCAS may be reached at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432 (703) 600-7600

### **Administration Business Hours**

The school administrative offices are open for business Tuesday to Friday from 10:00am to 6:00pm and Saturday 8:30am to 5:00pm. For issues related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. All administrative offices may be reached at (626) 443-9401, (626) 255-5218, or by fax at (626) 443-0401, or e-mail at [pib@pib.edu](mailto:pib@pib.edu).

### **Admission Policy**

The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

- A)** Applicant must provide a copy of his/her U.S. High School Diploma, GED, California State Proficiency Test or its equivalent. Admissions Test: Currently, PIB uses the WONDERLIC VS-I/QS-1 (Passing score VS-1 section of 200 or higher and QS-1 section of 210 or higher) Also the WONDERLIC SLE#4 (Passing score of 15 or higher) to determine the student’s ability to be trained in the courses offered by PIB. The admissions personnel will provide applicants with additional information as to how to arrange for the test. Students must take and pass the test before being admitted in school by signing the enrollment contract and before the first day of class.
- B)** Students lacking the High School Diploma or its equivalent, must be at least 18 years old (compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the California State Board of Barbering and Cosmetology. Students admitted under these criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Currently, PIB uses the WONDERLIC VS-I/QS-1 (Passing score VS-1 section of 200 or higher and QS-1 section of 210 or higher) Also the WONDERLIC SLE#4 (Passing score of 15 or higher). These tests are also used to determine the student’s ability to be trained in the courses offered by PIB. Students subject to these criteria are referred to students admitted under the Ability-to-Benefit criteria guidelines. The admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to being admitted in school by signing the enrollment contract and prior to the first day of class. Students admitted under the ATB procedures, are encouraged to obtain a GED certificate equivalent to a High School level of education by contacting the El Monte/Rosemead Adult School at 10807 Ramona Blvd., El Monte, CA 91731 or call (626) 258-5800.

- C) Cosmetology Instructor applicants must have the High School diploma or its equivalent in addition to a valid cosmetology license.
- D) The school does not recruit students already attending or admitted to another school offering a similar program of study.

### **Starting Class Schedules For 2016-2017**

Day and evening classes are scheduled to start each first and third Tuesday of each month or the first available business day of the week. School hours are Tuesday through Friday 8:30am to 10:00pm and Saturdays 8:30am. to 5:00pm.

### **Class Schedules For 2016-2017**

Class schedules depend on the student's capability to attend school. Day classes are held from Tuesdays through Saturday 8:30am to 5:00pm. Evening classes are held Tuesday through Friday from 2:30pm until 8:30pm and Tuesday through Friday from 5:00pm until 10:00pm. Regular six-hour morning schedule is 8:30am to 2:30pm. Night schedule is 5:00pm or 6:00pm to 10:00pm. Upon request, special or different schedules may be arranged on student-by- student basis.

### **Calendar/Holidays**

The Institute is closed on Sunday and Monday and the following holidays: Spring Break "Good Friday" 1 week prior to Good Friday, Fourth of July(previous or following 1 week), Memorial Day, Labor Day (following week), Veterans Day, Thanksgiving Day (1 week during Thanksgiving) and 2 weeks for Christmas Day and New Years. A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

### **Grievance Procedure: "Complaint Procedure"**

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's President Ms. Maria A. Quiñonez or in her absence to Mr. Guillermo Quiñonez Jr., Administrative Assistant, at: 10801 Valley Mall, El Monte, CA 91731 at (626) 443-9401 or (626) 255-5218. It is strongly recommended that all grievances be presented in writing. PIB will also accept oral grievances. The school will provide a corresponding oral or written response to all grievances within 10 business days. For further action (if the matter is still unresolved), please contact:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive  
Suite 400  
Sacramento, CA 95833  
(888) 370-7589, (916) 431-6959, fax (916) 263-1897

NACCAS  
4401 Ford Avenue  
Suite 1300  
Arlington, VA 22302-1432  
(703) 600-7600

### **Disclosure And Retention Of Student Records**

Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. PIB will keep these records for five (5) academic years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student or if the student is a minor written consent from the guardian and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commissions or governmental agencies so authorized by law.

### **Facilities**

PIB is in a spacious (7,200 sq. ft.) two story, air-conditioned, modern, facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing," with modern equipment and a variety of supplies that help enhance the students' product knowledge. There is a lounge that can be used for eating or resting. Each student uses a locker to keep his/her private articles.

### **Class Location Address**

All classes will be held at PIB 10801 Valley Mall, El Monte, CA 91731.

### **Handicapped (Wheelchair Access)**

Access by persons on wheelchairs is only available to the first floor. There is no elevator service to the second floor.

### **Health And Physical Considerations**

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

## **History And Ownership**

PIB has been a California Corporation for over 30 years at its current location. Since November 1, 2000, the current owner Ms. Quinonez has been an instructor at PIB for over 20 years and also has owned and operated her own successful salon in the Monrovia area.

## **Orientation Class**

Orientation classes are held on Saturday for those students starting on Tuesday, or on a one by one basis. The students that cannot attend the orientation class on Saturday will be given orientation on the first day of class or before they sign their contract. Before or on the first day of classes, the student would have physically visited and reviewed the school facilities and have signed an enrollment contract for the course of study with the institution.

## **Scholarships**

Our institute does not have an institutional scholarship program.

## **Statement Of Non-Discrimination**

PIB does not discriminate on the basis of race, color, religion, sex, handicap, financial status, and age, area of origin, ethnic origin or residence in its admissions, staffing, instruction, and/or graduation policies.

## **Career Counseling**

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and supervisors. The students may also request additional career counseling from the instructor in charge at any moment.

## **Housing Information**

Housing information and dormitory facilities are not available at this institution.

## **Student Services**

Records: grades, transcript, holds, academic history, registration

Financial aid: online application, requirements tracking, holds, costs, awards

## **Drug Abuse Prevention Program**

The institute makes the following information available to its students, staff, and instructors. Any individual associated with PIB who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: Twin Palms Recovery Center, 3574 Lexington Avenue, El Monte, CA 91731 Phone (626) 443-4008

## **Professional Institute of Beauty Drug and Alcohol Abuse Policy**

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

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, 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:

Twins Palms Recovery Center  
3574 Lexington Ave.  
El Monte, CA 91731  
Main Phone: (626) 443-4008  
Fax: (626) 443-1059

Students and employees seeking assistance in overcoming a drug or alcohol related problem 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.

### **Placement**

PIB does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the California State Board of Barbering and Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to PIB for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is providing by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

### **Attendance, Tardy And Make-Up Policies**

Attendance must be maintained at an average of 67 percent of the scheduled attendance and the student is expected to complete the course of study within 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absences. However, the made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent 14 consecutive days including weekends, not including holidays that may fall during the 14 days, the school will withdraw her/him. The instructor in charge or administrative staff will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest ¼ hour. Once theory classes have begun (by five minutes and 59 seconds) students will not be allowed to enter the classroom.

**Effective 1-3-2012 Students absent a total of 30 Class Scheduled Days or have fallen behind a total of 240 class schedule hours (includes excused or unexcused absences,) whichever is reached first, during a student enrollment will be terminated from the program they are enrolled in. If the students wants to appeal you may follow the appeal procedure described in the SAP section of the catalog.**

### **Attendance Status**

Full-time students are required to be enrolled to attend a minimum of 24 to 40 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as more than 12 but less than 24 clock hours per week. A less than 12 clock hour per week is defined as less than half-time enrollment status.

## **Probation and Dismissal Policy**

Students may be placed on probation for failure to comply with school rules, academic requirements, or financial aid requirements. If student fails to comply with probation student will be dismissed by the school.

## **Class & Practice Hours - Credit Procedure**

Students at PIB record their attendance by entering their names and time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to five (5) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students received credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded in a weekly record card. The student and the instructor must initial the weekly record card daily. At the end of the week, a new weekly record card is prepared from the last week's record card. Record cards must remain in the school at all times.

## **Credit Evaluation**

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Board of Barbering and Cosmetology Rules and Regulations. Occasionally, a student acceptance by the institute will depend entirely on the credit evaluation conducted by the California State Board of Barbering and Cosmetology. Before enrolling in PIB, it is the student responsibility to obtain the state's evaluation. Freshman Class: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teaches and introduces the basics of those areas that the student will need to know to pass the California State Board of Barbering and Cosmetology examination. From this initial introduction, the student will learn all the fundamental basics for his/her future and career. The hours spent in the freshman class are 200 for the cosmetology course and 50 for the Nail Care course. PIB considers the freshman classes to be the foundation for the students' learning process.

## **Graduation Diploma**

When a student has completed the required clock hours, theory hours and practical operations for his/her course of study with a GPA (Grade Point Average) of "C" (70%) or better, and the student has paid in full all tuition and fees he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school will assist the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination.

## **Leave Of Absence**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the starting and ending date of the leave of absence. Leaves of Absence may be granted for up to 120 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 120 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. A leave of absence will also extend a student's contract expected graduation date by the number of days taken in the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

## **Satisfactory Academic Progress Policy (SAP)**

Standards: The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This institution expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the National Accrediting Commission of Career Arts and Sciences, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation period.
2. Maintain a cumulative average attendance level of at least two-thirds (66.7%) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks. A leave of absence will also extend a student's contract expected graduation date and the maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement by the number of days taken in the leave of absence.
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.

**Maximum Time Frame:** The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below: All schedules below are based on full time schedules of 24 to 40 hours per week, which are minimum amount of hours required to receive Title IV financial aid, offered by PIB.

**Cosmetology Course:** 1,600 hours Approximate number of weeks to complete course based on the hours completed per week, plus an additional 6 weeks for holidays.

	<u>Maximum Weeks Allowed</u>	<u>Maximum Hours Allowed</u>
24 hours week schedule= 73 weeks	109.5	2400
28 hours week schedule= 63 weeks	94.5	2400
30 hours week schedule= 59 weeks	88.5	2400
40 hours week schedule= 46 weeks	69	2400

**Nail Care Course:** 400 hours Approximate number of weeks to complete course based on the hours completed per week, plus an additional 6 weeks for holidays.

	<u>Maximum Weeks Allowed</u>	<u>Maximum Hours Allowed</u>
24 hours week schedule= 23 weeks	34.5	600
28 hours week schedule= 20 weeks	30	600
30 hours week schedule= 19 weeks	28.5	600
40 hours week schedule= 16 weeks	24	600

**Cosmetology Instructor Course:** 600 hours Approximate number of weeks to complete course based on the hours completed per week, plus an additional 6 weeks for holidays.

	<u>Maximum Weeks Allowed</u>	<u>Maximum Hours Allowed</u>
24 hours week schedule= 31 weeks	46.5	900
28 hours week schedule= 27 weeks	40.5	900
30 hours week schedule= 26 weeks	39	900
40 hours week schedule= 21 weeks	31.5	900

**Evaluation Periods:** Students compliance with the Satisfactory Academic Progress Policy is divided into evaluation periods and is assessed at each 25 percent of the scheduled course completion. Starting July 1st, 2011, new students will be evaluated according to their payments periods.

Cosmetology 450 hours, 900 hours, 1250 hours, 1600 hours

Nail Care 200 hours, 400 hours

Cosmetology Instructor 300 hours, 600 hours

The following table represents the percentage of scheduled course completion, the number of hours scheduled or offered by the institution and the minimum number of hours required.

Percentage of course Scheduled to be completed	Cosmetology (hours)		Nail Care (hours)		Cosmetology Instructor	
	Scheduled	Minimum	Scheduled	Minimum	Scheduled	Minimum
At 25%	400	268	100	67	150	100
At 50%	800	556	200	134	300	200
At 75%	1,200	804	300	201	450	301
At 100%	1,600	1,012	400	268	600	400
At 125%	2,000	1,340	500	335	750	502
At 150%	2,400	1,600	600	400	900	600

All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment contract. In addition to the required number of hours, students must also have to maintain a "C" (70%) or better grade average.

**Determination of Progress Status:** Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory 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.

**Academic Progress Evaluations Grading System:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study by receiving theory hours, and a numerical grade for each chapter exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a number of operations completed and percentage of grades on each operation). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150%, or under the new evaluation period according to their payment period of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status and pass a final written exam prior to graduation. The grading system detailed below is the system utilized in the school.

Theory grading			Practical grading			
90% -100%	A	Excellent	10	Points	100%	A+ Exceptional
80% - 89%	B	Above average	9	Points	90%	A Excellent
70%- 79%	C	Average	8	Points	80%	B Good
69% - or Below	D	Unsatisfactory	7	Points	70%	C Average
			Under 7	Points	60%	D Unsatisfactory

**Warning Period:** Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on a warning status, until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the warning period. Students who fail to meet SAP by the conclusion of the warning period will be deemed not to be making satisfactory progress (probation) and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study. If the student is allowed to continue in school, aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in items 1, 2, 3 & 4 of this policy. Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student’s reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be remove from the probation status and will regain eligibility for Title IV aid. Definitions of Warning and Probation periods/ status are described below:

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

**Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, 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.

- a. **Appeal Procedure:** The student, who wishes to appeal the probation status (RGM indicates as non-satisfactory progress status), must submit a written request to the President of the institution. The request is to be presented within (15) days of the Probation period/ non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The President shall evaluate the appeal within five (5) business days and notify the student in writing of his decision. The institution will also determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. The students appeal must state the reasons (death of family member or friend, injury or illness of student, or other allowable special circumstances), of why the student has failed to meet the minimum standards, and how the student will be able to meet the minimum standards by the next reporting period. Should the student’s appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his or her case. The committee shall be named from three (3) current staff members and Two (2) current students as needed,



and provide written notice to the student of its decision within three (3) business days. The decision of the committee shall be final. All documentation will be placed in the students academic file.

**Re-Establishment of Satisfactory Progress/ Reinstatement:** 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. Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**Interruptions, Course Incompletes, Withdrawals/ Re-Entering:** Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's courses of instruction. If enrollment is temporarily interrupted for a Leave of Absence of 120 days or less, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within 5 years of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

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

**Transfer Hours:** With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

**Course Completeness:** Title IV, HEA programs, successful course completion percentage is based on number of successfully completed (at least 70% grade) credit hours divided by the cumulative number of credit hours attempted at the that time.

## Courses Of Study

All courses offered by PIB are taught in both English and Spanish as follows: Theory classes are conducted separately on each language. Freshman classes are conducted in a combined classroom. Demonstrations from the beauty field representatives are mostly provided in English with limited translation into the Spanish language. Classes in the clinic floor are conducted combining both languages. The institution does not provide English as a second language course. **PIB** utilizes the Milady's Standard Textbook of Cosmetology as its main reference and instructional guide.

### Cosmetology Course: (1,600 Clock Hours)

#### Course description: (D.O.T. # 332.271-010, CIP # 12.0401)

The cosmetology course of study consist of 1,600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the California State Board of Barbering and Cosmetology. The course is designed to prepare the student to pass the California State Board of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

Additional training will be given in the following subject matter- salon management, communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

Graduates once they obtain their license will be able to obtain employment in a Beauty Salon, or related field, and can also continue education to become a cosmetology instructor, or continue in another related course such as manicurist or esthetician (esthetician course not offered at PIB at this time).

### Course Format

The curriculum for students enrolled in a cosmetology course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the California State Board of Barbering and Cosmetology.

The minimum combined total clock hours of 1,600, include the technical instruction phase and the opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

### Freshmen Class Practical Classes

Students starting the cosmetology program will attend their respective theory and demo classes, together with all students. After theory

and demo classes they will go to the freshmen room separate from the seniors until they accumulate 200 hours and pass a freshmen exam. Once the student passes the freshmen exam (practical and written exam.) they will be evaluated and graduated to the clinic floor, where they will be able to practice their operations on each other and clients.

### Definition of Terms:

#### Technical Instruction:

Technical Instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of visual film, and examination.

#### Practical Operations:

Practical Operations means the actual performance by the student of completed services on another person or a mannequin.

#### Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, make-up application and hair removal, facials both manual and electrical, scalp and hair treatments, manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

#### Educational Goals:

The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

#### Learning Strategy

Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

#### Performance Objective

1. Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
2. Acquire the knowledge of sanitation and disinfection 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.
5. The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, or styling publicist. They will be versed in all areas of Cosmetology.

#### Skills to Be Developed

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all cosmetology services.
4. Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Will learn the application of brush-on nails, nail wraps, and nail tips.

#### Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.

4. Have improved personality in dealing with patrons and colleagues.

Course Contents:

The curriculum for cosmetology course consists of 1,600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology.

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:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations;	20	
2. Cosmetology Chemistry: (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter);	35	
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;	45	
4. Theory of Electricity in Cosmetology: (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	5	
5. 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. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	50	10
6. Bacteriology, anatomy, and physiology;	50	
7. Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs);	30	200
8. Thermal Hair Styling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). <ol style="list-style-type: none"> <li>a. Thermal styling</li> <li>b. Press and curl</li> </ol>	35	40 20
9. Permanent Waving: (shall include hair analysis, chemical and heat permanent waving);	20	80
10. Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	20	25
11. Haircutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting);	20	80
12. Hair coloring and bleaching: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). <ol style="list-style-type: none"> <li>a. Hair coloring;</li> <li>b. Bleaching;</li> </ol>	60	50 20
13. Scalp and Hair Treatments: (shall include hair and scalp	5	20

	analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);		
14.	Facials:		
	a. Manual: (shall include cleansing, scientific manipulations, packs, and masks);	10	15
	b. Electrical: (shall include the use of all electrical modalities, including 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;	15	15
	c. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with the section regarding skin peeling);	10	10
15.	Eyebrow Arching and Hair Removal: (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair);	10	20
16.	Make-up: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes);	15	10
17.	Manicuring and Pedicuring:		
	a. Water and Oil Manicure, including nail analysis, and hand and arm massage;	5	15
	b. Complete Pedicure, including nail analysis, and foot and ankle massage;	5	10
	c. Artificial Nails;		
	i. Acrylic Liquid and Powder Brush-on	10	50 nails
	ii. Artificial Nail Tips	10	50 nails
	iii. Nail Wraps and Repairs	5	20 nails
18.	Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student’s daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	40	

Graduation Requirements

When a student has completed the required clock hours, theory hours and practical operations, passed 10 written final exams, for his/her course of study with a GPA (Grade Point Average) of “C” (70%) or better, and the student has paid in full all tuition and fees he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school will assist the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Students completing the above graduation requirements will graduate and will receive his/her diploma.

Licensing Requirements

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

### Academic Progress, Evaluations, Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study by receiving theory hours, and a numerical grade for each chapter exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a number of operations completed and percentage of grades on each operation). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150%, or under the new evaluation period according to their payment period of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status and pass a final written exam prior to graduation. The grading system detailed below is the system utilized in the school.

#### Grading Scale

Theory Grading			Practical Grading		
90% -100%	A	Excellent	10	Points	100% A+ Exceptional
80% - 89%	B	Above average	9	Points	90% A Excellent
70%- 79%	C	Average	8	Points	80% B Good
69% - or Below	D	Unsatisfactory	7	Points	70% C Average
			Under 7	Points	60% D Unsatisfactory

### Books and Resources

Cosmetology textbook, notes from class lectures, supplemental material handed out in classes, school library and demonstrations.

Milady's Standard Cosmetology 2012, 1st Edition \$112.50 (ISBN10: 1-4390-5930-6 ISBN13: 978-1-4390-5930-2)

Spanish Translated Milady's Standard Cosmetology 2012, 1st Edition \$133.95 (ISBN10: 1-4390-5902-0 ISBN13: 978-1-4390-5902-9)

Exam Review \$43.95 (ISBN-10: 1439059217 | ISBN-13: 9781439059210)

Spanish Translated Exam Review \$43.95 (ISBN-10: 1439059071 | ISBN-13: 9781439059074)

Practical Workbook \$47.95 (ISBN10: 1-4390-5922-5 ISBN13: 978-1-4390-5922-7)

Spanish Translated Practical Workbook \$58.95 (ISBN10: 1-4390-5912-8 ISBN13: 978-1-4390-5912-8)

Theory Workbook \$47.95 (ISBN10: 1-4390-5923-3 ISBN13: 978-1-4390-5923-4)

Spanish Translated Theory Workbook \$58.95 (ISBN10: 1-4390-5910-1 ISBN13: 978-1-4390-5910-4)

[http://www.cengage.com/search/productOverview.do?Ntt=Milady+Standard+Cosmetology||72738237019671028498454943151214689936&N=15&Ntk=NGL%7C%7CP\\_EPI&Ntx=mode%2Bmatchallpartial#Supplements](http://www.cengage.com/search/productOverview.do?Ntt=Milady+Standard+Cosmetology||72738237019671028498454943151214689936&N=15&Ntk=NGL%7C%7CP_EPI&Ntx=mode%2Bmatchallpartial#Supplements)

Additional Free Supplements Available From

California State Board of Barbering and Cosmetology Rules and Regulations

[http://www.barbercosmo.ca.gov/laws\\_regs/regulations.shtml](http://www.barbercosmo.ca.gov/laws_regs/regulations.shtml)

California State Board of Barbering and Cosmetology Act

[http://www.barbercosmo.ca.gov/laws\\_regs/laws.shtml](http://www.barbercosmo.ca.gov/laws_regs/laws.shtml)

California State Board of Barbering and Cosmetology Performance Criteria

<http://www.pib.edu/files/pc.pdf>

State Board website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### Instructors

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

Ms. Maria Quiñonez		Ms. Noemi Marlene Ramirez	
Licensed Cosmetologist	1970	Licensed Cosmetologist	2003
Licensed Instructor	1984		
Teacher Credential	1989		
Director	2001	Ms. Vanessa Amezcua	
		Licensed Cosmetologist	2006
Ms. Flora Trigo		Instructor	2007

Licensed Cosmetologist 2002  
Certificate of Authorization 2004

Ms. Olivia Martinez  
Licensed Cosmetologist 2001  
Certificate of Authorization 2004

Ms. Martha De La Torre  
Licensed Cosmetologist 2001  
Certificate of Authorization 2004

Ms. Olivia Jimenez  
Licensed Cosmetologist 1979  
Licensed Instructor 1982  
Credential Lifetime 1984  
Supervising Instructor 1985

## **Nail Care Course: (400 Clock Hours)**

### **Course description: (D.O.T. # 331.674-010, CIP #12.0410)**

The nail care course of study consist of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology Bureau. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Board of Barbering and Cosmetology licensing examination. Passing the exam is a requisite in order to obtain a manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California.

Additional training will be given in the following subject matter- salon management, communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

Graduates once they obtain their license will be able to obtain employment in a Beauty Salon, or related field, and can also continue education to become a cosmetology instructor, or continue in another related course such as manicurist or esthetician (esthetician course not offered at PIB at this time).

### **Course Format**

The curriculum for students enrolled in a nail care course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the California State Board of Barbering and Cosmetology.

The minimum combined total clock hours of 400, include the technical instruction phase and the opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

### **Freshmen Class Practical Classes**

Students starting the nail care program will attend their respective theory and demo classes, together with all students. After theory and demo classes they will go to the freshmen room separate from the seniors until they accumulate 100 hours and pass a freshmen exam. Once the student passes the freshmen exam (practical and written exam,) they will be evaluated and graduated to the clinic floor, where they will be able to practice their operations on each other and clients.

### **Definition of Terms:**

#### **Technical Instruction:**

Technical Instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of visual film, and examination.

#### **Practical Operations:**

Practical Operations means the actual performance by the student of completed services on another person or a mannequin.

#### **Instructional Techniques and Methods:**

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**Educational Goals:**

The Nail Care course is designed to prepare students for the state licensing examination and for profitable employment as a nail care technician, manicurist specialist, product demonstrator or nail artist. The knowledge and skills will prepare licensed students to perform such skills as manicuring, pedicuring, acrylic nails, nail tip applications, and nail wraps and repairs.

**Learning Strategy**

Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

**Performance Objective**

1. Acquire knowledge of laws and rules regulating California Cosmetology establishment practices.
2. Understand disinfection procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

**Skills to Be Developed**

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**Attitudes and Appreciations to be developed**

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**Course Contents:**

The curriculum for the nail care course consists of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist.

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:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Department’s Rules and Regulations.	10	
2. Cosmetology chemistry related to manicuring practices: (shall include the chemical composition and purpose of nail care preparations);	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,	15	

ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B);			
4.	Disinfections and sanitation: (shall include procedure 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. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	10	10
5.	Bacteriology anatomy and physiology;	10	
6.	Water and oil manicures: including hand and arm massage;	15	40
7.	Complete pedicure: including foot and ankle massage.	10	20
8.	Application of artificial nails		
	a. Acrylic: Liquid and powder brush-ons	15	80
	b. Nail tips	10	60
	c. Nail wraps and repairs	5	40
9.	Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, and other matters related to the manicuring field. It may also include not more than eight (8) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student’s daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	25	

**Graduation Requirements**

When a student has completed the required 400 hours, the theory hours and practical operations in Nail Care with a GPA of “C” (70%) or better and the student has paid in full all tuition and fees, the student is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology examination.

**Licensing Requirements**

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

**Academic Progress, Evaluations, Grading System**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study by receiving theory hours, and a numerical grade for each chapter exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a number of operations completed and percentage of grades on each operation). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150%, or under the new evaluation period according to their payment period of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program



by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status and pass a final written exam prior to graduation. The grading system detailed below is the system utilized in the school.

## Grading Scale

Theory Grading			Practical Grading		
90% -100%	A	Excellent	10	Points	100% A+ Exceptional
80% - 89%	B	Above average	9	Points	90% A Excellent
70%- 79%	C	Average	8	Points	80% B Good
69% - or Below	D	Unsatisfactory	7	Points	70% C Average
			Under 7	Points	60% D Unsatisfactory

## Books and Resources

Manicuring textbook, notes from class lectures, supplemental material handed out in classes, school library and demonstrations.

Milady's Standard: Nail Technology, Revised, 5th Edition \$107.95 ISBN-10: 1428341242 ISBN-13: 9781428341241

[http://www.cengage.com/search/productOverview.do?Ntt=nail|9781428341241&Ntk=all|P\\_Isbn13&N=+16](http://www.cengage.com/search/productOverview.do?Ntt=nail|9781428341241&Ntk=all|P_Isbn13&N=+16)

Spanish Translated Milady's Standard Nail Technology, 5th Edition \$132.95 ISBN-10: 142836076X ISBN-13: 9781428360761

[http://www.cengage.com/search/productOverview.do?Ntt=nail|9781428360761&Ntk=all|P\\_Isbn13&N=+16](http://www.cengage.com/search/productOverview.do?Ntt=nail|9781428360761&Ntk=all|P_Isbn13&N=+16)

Additional Free Supplements Available From

California State Board of Barbering and Cosmetology Rules and Regulations

[http://www.barbercosmo.ca.gov/laws\\_regs/regulations.shtml](http://www.barbercosmo.ca.gov/laws_regs/regulations.shtml)

California State Board of Barbering and Cosmetology Act

[http://www.barbercosmo.ca.gov/laws\\_regs/laws.shtml](http://www.barbercosmo.ca.gov/laws_regs/laws.shtml)

California State Board of Barbering and Cosmetology Performance Criteria

State Board website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## Instructors

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

Ms. Maria Quiñonez		Ms. Noemi Marlene Ramirez	
Licensed Cosmetologist	1970	Licensed Cosmetologist	2003
Licensed Instructor	1984		
Teacher Credential	1989		
Director	2001	Ms. Vanessa Amezcua	
		Licensed Cosmetologist	2006
Ms. Flora Trigo		Instructor	2007
Licensed Cosmetologist	2002		
Certificate of Authorization	2004		
Ms. Olivia Martinez			
Licensed Cosmetologist	2001		
Certificate of Authorization	2004		
Ms. Martha De La Torre			
Licensed Cosmetologist	2001		
Certificate of Authorization	2004		
Ms. Olivia Jimenez			
Licensed Cosmetologist	1979		
Licensed Instructor	1982		
Credential Lifetime	1984		
Supervising Instructor	1985		

## Cosmetology Instructor Course: (600 Clock Hours)

Course description: (D.O.T. # 075.127-010, CIP #12.0413)

The cosmetology instructor course of study consists of 600 clock hours of technical instruction and practical operations in teaching the art of cosmetology as mandated by the California State Board of Barbering and Cosmetology. Students must have a high school diploma

or equivalent from the U.S. or from his/her country, in order to study this course. This is a specialty course which covers all aspects of instructional methods and techniques, conduction of classroom instruction and demonstrations, supervising and training while practicing the art of cosmetology. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry-level position as an instructor in the beauty field and to pass the California State Board of Barbering and Cosmetology licensing examination. Passing the exam is a requisite in order to obtain a Cosmetology Instructor License. The cosmetology instructor license is one of the approved documents required to work as a cosmetology instructor in the State of California.

Graduates once they finish this course (obtain their instructor license or certificate of authorization from the BPPE\*) will be able to obtain employment in a California School of Cosmetology.

\*At the moment both agencies do not offer any licensure or certificate of authorization, so the only requirement to be an instructor is to hold a valid cosmetology license, and possibly complete the cosmetology instructor course.

### Course Format

The curriculum for students enrolled in a cosmetology instructor course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the California State Board of Barbering and Cosmetology.

The minimum combined total clock hours of 600, include the technical instruction phase and the opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

### Definition of Terms:

#### Technical Instruction:

Technical Instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of visual film, and examination.

#### Practical Operations:

Practical Operations means the actual performance by the student of teaching techniques and principles.

#### Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral), Preparation of instructional materials (class outlines & tests) (3) Conducting Classes (under supervision), (4) Supervision of students while performing the art of cosmetology (under supervision), (5) record keeping techniques and school operations, (6) Performance reviews (progress evaluations, see satisfactory progress policy).

#### Educational Goals:

The Cosmetology Instructor course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetology instructor.

#### Learning Strategy

Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures such as schedules, class outlines, preparation of handout materials, perform practical skills by conducting classes and supervising students performing practical operations.

#### Performance Objectives

1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids and tests to provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.

#### Skills to Be Developed

1. Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student.
3. Development of a course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate set-up and preparation of class.

5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

Attitudes and Appreciations to be developed

1. The necessity for constant effort towards achievement of professional competency as a teacher.
2. The importance of developing personal characteristics that contributes to success in teaching.

Course Contents:

The curriculum for Cosmetology Instructor course consists of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology.

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 teaching techniques and principles. Such technical instruction and practical operations shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Department’s Rules and Regulations	10	
2. Preparatory instruction:		
a. Instructional techniques, method of instruction, lecture, demonstration, performance, communication skills, instructional aides, and use of questions to promote learning.	40	
b. Organization Technique, four (4) step teaching method, performance objectives and learning domains, etc.	30	50
c. Lesson planning, subject, title, outlines, development and visual aids etc.	60	50
d. Techniques of evaluation, purpose of test, types of test, test administration, scoring and grading, etc.	10	
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations: (shall be conducted under the supervision of a licensed instructor	140	
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100	

A student enrolled in the 600 hour instructor training course may not engaged in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

Graduation Requirements

When a student has completed the required clock hours, theory hours and practical operations, passed 10 written final exams, for his/her course of study with a GPA (Grade Point Average) of “C” (70%) or better, and the student has paid in full all tuition and fees he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school will assist the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Students completing the above graduation requirements will graduate and will receive his/her diploma.

Licensing Requirements

An Instructor license will be granted by the State of California after the student has successfully completed and graduated from the cosmetology instructor course. He or she has completed the 12<sup>th</sup> grade or an accredited senior high school course of study or has the equivalent education. He or she holds a valid California Cosmetologist license and has provided a signed affidavit from his/her employer attesting to experience, and has passed the California State Board of Barbering and Cosmetology exam with an overall average of 75%. Currently this exam is not offered.

## Academic Progress, Evaluations, Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study by receiving theory hours, and a numerical grade for each chapter exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a number of operations completed and percentage of grades on each operation). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150%, or under the new evaluation period according to their payment period of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status and pass a final written exam prior to graduation. The grading system detailed below is the system utilized in the school.

### Grading Scale

Theory Grading			Practical Grading		
90% -100%	A	Excellent	10	Points	100% A+ Exceptional
80% - 89%	B	Above average	9	Points	90% A Excellent
70%- 79%	C	Average	8	Points	80% B Good
69% - or Below	D	Unsatisfactory	7	Points	70% C Average
			Under 7	Points	60% D Unsatisfactory

## Books and Resources

Cosmetology Instructor textbook, notes from class lectures, supplemental material handed out in classes, school library and demonstrations.

Course Management Guide Binder \$280.50 (ISBN-10: 1418049379 | ISBN-13: 9781418049379)

[http://www.cengage.com/search/productOverview.do?Ntt=cosmetology+course||9781418049355&Ntk=all||P\\_Isbn13&N=+16](http://www.cengage.com/search/productOverview.do?Ntt=cosmetology+course||9781418049355&Ntk=all||P_Isbn13&N=+16)

Additional Free Supplements Available From

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California State Board of Barbering and Cosmetology Performance Criteria

State Board website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## Instructors

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

Ms. Maria Quiñonez		Ms. Noemi Marlene Ramirez	
Licensed Cosmetologist	1970	Licensed Cosmetologist	2003
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Licensed Cosmetologist	2001		
Certificate of Authorization	2004		

Ms. Olivia Jimenez  
 Licensed Cosmetologist 1979  
 Licensed Instructor 1982  
 Credential Lifetime 1984  
 Supervising Instructor 1985

**Tuition And Fees Policies**

Institutional charges are incurred and posted to the student account according to the course the student selected, and tuition charges are incurred and posted according to the payment period. Charges such as the registration fee, books and supplies may be assessed and posted in the students tuition account within the first payment period. Tuition charges are incurred according to the payment period. Please refer to "Payment Period definition."

Collection of Tuition Fees: Once the student has been accepted and enrolled by this institution and the date of the first class session is disclosed on the enrollment agreement, tuition fees may be paid by the student in full, or according to their set up payment plan, by or before their first class session.

**Textbooks, Equipment And Supplies**

The Milady's Standard Textbook of Cosmetology and a mannequin will be issued on or about the seventh class day into the freshman class. All needed supplies and equipment during the freshman training will be available in the freshman classroom. At the end of the freshman training, each student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for a successful 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. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.

**Tuition And Fee Schedule**

Refundable or not	Not Refundable	Refundable	Not Refundable	Not Refundable		
COURSE	STRF	TUITION	Registration Fee	Books & Supplies	TOTAL	WEEKS
Cosmetology *	\$7.20	\$14,400.00	75.00	625.00	\$15,107.20	40-64
Nail Care *	\$1.80	\$3,600.00	75.00	225.00	\$3,901.80	10-14
Cosmetology Instructor *	\$2.70	\$5,400.00	75.00	300.00	\$5,777.70	15-24

**NOTE:** Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

**\*Student Tuition Recovery Fund Statement (STRF)**

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 program attending certain schools regulated by the Bureau for Private 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 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 within 180 days before the closure of the school.
4. 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.
5. 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.
6. An inability after diligent efforts to prosecute, prove, and collect on, a judgment against the institution for a violation of the Act."

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

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

1. You are a student in an educational program, who is a California resident, or are enrolled in residency program, and prepay all or part of your tuition either 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 STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such an employer, government program or other payer, and you have no separate agreement to repay the third party.

**Cosmetology Course:** 1,600 hours Approximate number of weeks to complete course based on the hours completed per week, plus an additional 6 weeks for holidays.

24 hours week schedule= 73 weeks

28 hours week schedule= 63 weeks

30 hours week schedule= 59 weeks

40 hours week schedule= 46 weeks

**Nail Care Course:** 400 hours Approximate number of weeks to complete course based on the hours completed per week, plus an additional 6 weeks for holidays.

24 hours week schedule= 23 weeks

28 hours week schedule= 20 weeks

30 hours week schedule= 19 weeks

40 hours week schedule= 16 weeks

**Cosmetology Instructor Course:** 600 hours Approximate number of weeks to complete course based on the hours completed per week, plus an additional 6 weeks for holidays.

24 hours week schedule= 31 weeks

28 hours week schedule= 27 weeks

30 hours week schedule= 26 weeks

40 hours week schedule= 21 weeks

## Extra Instruction Charges

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, PIB will extend a courtesy period of additional training limited to two weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate of \$10.00 per hour. Additional charges will occur on the student's schedule days absent or hours missed from the 2 weeks of courtesy. A contract addendum or PIB Termination Form will reflect the new charges. Charges will continue to incur until student completes his/her hours of the program to a maximum of \$1,000.00.

## Re-Entry Policy

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institution before returning to PIB, those hours and operations earned at that institution would also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. PIB reserves the right to reject students that had withdrawn from PIB twice before.

## Method Of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from **PIB** and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to make a 1/3 payment of balance at beginning of course, 1/3 of balance towards middle of course, and 1/3 of final part of balance at end of course. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

## Refund Policy

Refund policy calculations are performed under two following formulas, the calculation resulting most beneficial to the student would be the one used to determine if a refund is due from the amounts paid and credited to the students tuition account:

California State Prorata refund calculation requirements applicable to all regular students.

Federal Prorata refund calculation formula applies if the student received Federal aid, is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged.

If student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **California State Formula: Bureau For Private Postsecondary Education**

### **STUDENT'S RIGHT TO CANCEL:**

All funds paid will be refunded if the student is rejected for enrollment. All funds paid will be refunded if you cancel this contract through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, it is effective when is deposited in the mail properly addressed with prepaid postage. In addition, to the written notice cancellations may also be effectuated by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel. However, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

If the school has given you any returnable equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any supplies and/or equipment, the cost will be charged to your account.

If you cancel the enrollment agreement, the School will refund any money that you paid, less any deduction for equipment received.

Refund policy will apply to all students who did not actually start training.

### **Withdrawal from course:** (Withdrawal notification must be presented to the financial aid office)

NOTE: The financial aid office has been assigned as the only office authorized to receive notices of cancellations, withdrawals and transfers. All notifications must be presented in writing in order to be processed by the financial aid office. Other administrative offices or faculty must refer the student to the financial aid office for terminations procedures.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund less a registration fee if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for un-returned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear, within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of this agreement. 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 30 DAYS FROM THE DETERMINATION DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY THE BALANCE DUE.

**Hypothetical Refund Example in accordance to the state prorata policy:** Assume that a student, upon enrollment in a 1,600-hour course, pays in full, \$14,400.00 for tuition, \$75.00 for registration, and \$625.00 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 prorata refund to the student would be \$9,000.00 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 date, the school would refund the charge for the equipment returned and paid by the student.

Total Paid	\$15,100.00
Less Registration Fee (Not Refundable)	75.00
Less cost of Unreturnable equipment	625.00
Equals amount paid for instruction	\$14,400.00

Tuition Cost	\$14,400.00
Hours in the course	1,600
Hourly charge	9.00

Paid for instruction	\$14,400.00
Hours attended	600
Tuition owed 600 x \$9.00	\$5,400.00
Refund due	\$9,000.00

In determining the amount, that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

a)	Date when you notify the financial aid office of your intent to withdrawal.
b)	Date when the school terminates your enrollment (monitoring: academic counseling advising, class, examinations, tutorials, computer assisted instruction, other academically related activities)
c)	Date when you failed to attend classes for a 14 consecutive days period
d)	Date when you failed to return as schedule, from an approved leave of absence

If any portion of your cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations. If a course is canceled or 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 a nearby school.

**Termination of contract:** there is no reason why a contract will be deemed terminated by PIB, unless the student provided false information on the contract, in which case the contract will be terminated but applicable tuition, equipment and registration charges will apply, according to the refund policy.

**Student Loan Repayment:**

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

**Defaulting on Federal or State Loans:**

Students eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying 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.

**Accrediting Commission Formula:**

This institution is required to follow the California State refund formula and the Federal Prorata Refund Policy in calculating refunds. Therefore, since the calculations under the state refund policy results at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

**Right To Withhold Transcripts And Grades For Non Payment Of Tuition:**



An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

## **Student Tuition Recovery Fund**

If you are not a resident of California, you are not eligible for protection under, and not eligible to file for a recovery from the California Student Tuition Recovery Fund.

## **Transcripts**

### **NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits earned at PIB is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Cosmetology Course, the Nail Care Course, or the Cosmetology Instructor Course is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PIB to determine if your diploma will transfer.

Units earned in our programs in most cases, will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college of university at some time in the future even though you earned units here at our school. In addition, if you earn degree, diploma, or certificate in our cosmetology program, in most cases will probably not serve as a basis for obtaining a higher-level degree at another college or university. Hours and operations completed are transferable to any other Cosmetology school. Your license would help you to continue and further your education at a university level. Each course of study offered by PIB is considered to be a single course, therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.

## **Prior Experiential Learning**

This institution does not accept prior experiential learning unless it is authorized and verified by the California State Board of Cosmetology.

## **Library**

The school library contains supplemental information, cosmetology books, magazines, and videos. Also available to all students is the use of computers to research information on the internet. These materials may be viewed with permission from a staff member. The library is available for all students from Tuesday through Friday 8:30am-10:00pm, Saturday 8:30am-5:00pm.

## **Financial Aid—Consumer Information**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. Lists of these programs include:

Federal PELL Grant: Does not require repayment (FPELL)

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)

Federal Direct Stafford Loans - Subsidize: Must be repaid

Federal Direct Stafford Loans - Unsubsidized: Must be repaid

Federal Direct Plus Loans: Must be repaid

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog on its website.

California State

Institutional Performance Fact Sheet

Federal Disclosures

Right- to- know Act. How are our students doing?

Gainful Employment Disclosure

Crime statistics report and procedures – Clery Act

Constitution & Citizenship Day (Sept 17<sup>th</sup>)

Drug and alcohol abuse policy

FERPA

Textbook disclosure

GED Classes availability

Copyright protection policy

Admissions disclosure

Voting Information [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)

## General Financial Aid Information:

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at PIB may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00am and 5:00pm (Eastern Time) Monday through Friday at 1 (800) 433-3243.

## Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;  
Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

#### Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day PIB receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by PIB in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of PIB who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PIB.

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

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

### Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### Student Eligibility Requirements

- To be eligible for financial aid, a student must:
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male born on or after January 1, 1960);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- Agree to use any federal student aid received solely for educational purposes.

### The U.S. Department Of Education Title IV Student Financial Aid Programs:

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant Program (FPELL)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Federal Direct Federal Stafford (Subsidize and Unsubsidized) and PLUS loans

## **Application For Aid, Procedures And Forms**

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

### **Federal William D. Ford Direct Loan Program**

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under this loan programs, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations.

### **Federal Direct Subsidized Loan**

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

### **Federal Direct Stafford Unsubsidized Loan**

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students.

These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**Deadlines:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

**Disbursement:** Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

### **Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.**

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2016-2017, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**Renewal Process:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

**Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Funds received under this program are not subject to repayment from the student.

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout

the entire year. If SEOG funds still available, a second priority will be given to Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

**For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDE**

## **Treatment of Title IV funds if the student withdraws from the course of study:**

### **Return of Title IV Funds (R2T4) Policy Professional Institute of Beauty**

The return of Title IV funds is administered by Student Financial Services of Professional Institute of Beauty. This policy applies to students who withdraw (official, unofficially) or are dismissed from enrollment at (PIB) Professional Institute of Beauty. It is separate and distinct from the (PIB) Professional Institute of Beauty. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. **Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.**

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance.

If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, SEOG Grants, ACG, SMART, TEACH and any other Title IV funds.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

### **Withdrawal before 60%:**

(PIB) Professional Institute of Beauty must perform a R2T4 to determine the amount of earned aid up through the 60% point in each *payment period*. Professional Institute of Beauty will use the Department of Education's prorata schedule to determine the amount of R2T4 funds the student **Return of Title IV Funds (R2T4) Policy Professional Institute of Beauty** has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

### **Withdrawal after 60%:**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Professional Institute of Beauty will still determine whether the student is eligible for a post-withdrawal disbursement.

Note: Professional Institute of Beauty has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.

### **Withdrawals:**

A student's **official** withdrawal date is determined by using one of the following:

The date he/she officially withdrew with the Office of the Registrar during the Registrar's withdrawal period.

The date the student submitted his petition to withdraw to the Office of the Registrar if the Office of the Registrar's withdrawal period has ended and the student successfully petitioned to withdraw.

The date the student was expelled/dismissed from the school.

In the event that a student does not go through the proper withdrawal procedures as defined in the Academic Information section of the School General Catalog the student's **unofficial** withdrawal date is determined by using one of the following:

The date the student died, if the student passed away during the semester.

The last date that the student attended class or checked out of their dorm room, whichever is later.

The student must inform in a timely fashion, in person or by email if personal appearance is not possible, the Student Financial Services Office at [pib@pib.edu](mailto:pib@pib.edu) of any withdrawal occurring during a semester.

Student Financial Services (PIB) determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program.

### **The return of Title IV funds policy follows these steps:**

#### **Step 1: Student's Title IV information**

(PIB) will determine: **Return of Title IV Funds (R2T4) Policy Professional Institute of Beauty**

A) The total amount of Title IV aid disbursed (Not aid that could have been disbursed) for the semester in which the student withdrew.

*A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.*

B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

#### **Step 2: Percentage of Title IV Aid Earned:**

(PIB) will calculate the percentage of Title IV aid earned as follows:

The number of calendar hours completed by the student divided by the total number of calendar hours in the period in which the student withdrew.

*The total number of hours in a period shall exclude any scheduled breaks of more than five days.*

*Hours Attended ÷ Hours in Enrollment Period = Percentage Completed*

**If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.**

#### **Step 3: Amount of Title IV Aid Earned by the Student**

(PIB) will calculate the amount of Title IV Aid earned as follows:

The percentage of title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).

$Total\ Aid\ Disbursed \times Percentage\ Completed = Earned\ Aid$

**Step 4: Amount of Title IV Aid to be Disbursed or Returned:**

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

$Total\ Disbursed\ Aid - Earned\ Aid = Unearned\ Aid\ to\ be\ Returned$

If the aid already disbursed is less than the earned aid, the (PIB) will calculate a Post- Withdrawal Disbursement.

**Earned AID:**

Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director. **Return of Title IV Funds (R2T4) Policy Professional**

**Institute of Beauty**

**Determining Need**

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

**PIB** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

**Cost Of Attendance**

The total amount it will cost a student to go to school. This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**.

Elements included in the budget:	With Parents off campus	Off Campus without parents
	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies per academic year	Actual Cost
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
	Room and board	\$4347.00
	Transportation	1071.00
	Personal/misc.	3114.00
	(The cost of uniforms is included in the personal allowance)	
	Total	\$8532.00
		\$11421.00

**Award Concept, Selection of Recipients And Packaging Criteria**

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAYED.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year preceding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year’s data, the institution expects an enrollment of 70 new students meeting the “exceptional need” criteria to be enrolled during the 07/01/2016 to 06/30/2017 period. Therefore, the awards to those students will be \$300 through the entire period. As of July 1, 2016, the first selection of SEOG recipients will be made

from students with "exceptional need". This institution defines "exceptional need" students as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

## Definitions:

The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A 50 to 60 minutes of supervised instruction during a 60 minutes period.

**CREDIT BALANCE:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**DEPENDENT STUDENT:** He/She is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**DEPENDENT:** He/She is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

**FAMILY CONTRIBUTION (EFC):** The calculated amount that a family contributes to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card).

Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole, Cuban-Haitian entrant.

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:** F1 or F2 student visa, J1 or J2 exchange visitor visa only

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. Was born before January 1, 1978
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States

**PARENT(S):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**PAYMENT PERIOD:** 450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of 14 consecutive days of absences (including non school days such as weekends) or date when the student failed to return from an approved leave of absence.

## Recoveries

Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may



make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

## Refunds

In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 30 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

## Transfer Student

A student, who attended a Post-secondary institution before the enrollment at **PIB**, is required to provide a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by **PIB**. Hours, theory hours and operations earned at the other institution must be submitted to PIB by providing a progress reports and a proof of training document from the institution. The student that is transferring from another institution will be credited his/her prior credits to the student for the new enrollment at PIB.

## Verification Process

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

**WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2016 and 2017.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  - Letter stating that the verification process was completed
  - Copy of the application data that was verified, **and**
  - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  - A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be a legal resident of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be a citizen of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed- The applicant will not receive federal aid funds,

**REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.

- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2000).
- U.S. income tax paid for the base year (2000).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits.
  - Child support.
  - Untaxed payments to IRA or Keogh
  - Foreign income
  - Earned income credit
  - Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**DOCUMENTATION REQUIRED:** Student, spouse and/or parents (as applicable) **signed** income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2016-2016. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school’s financial aid officer may require/provide other appropriate forms.

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2016, whichever is earlier.

**APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- \* Number of family members in the household
- \* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- \* Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student’s submission.

**REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

**School Rules And Regulations**

**PIB SCHOOL RULES AND REGULATIONS (626) 443-9401 ext 0# Phone to call for absences, Tardies, Questions etc.**

1. School hours are Tuesday through Friday 8:30am until 10:00pm and Saturday 8:30am until 5:00pm. Day classes are held from Tuesday through Saturday 8:30am until 5:00pm. Evening classes are held Tuesday through Friday from 2:30pm until 8:30pm or 5:00pm until 10:00pm

2. Time signatures must be clearly legible. Students must enter their own times of attendance.
3. In case of illness or emergency, the student must call in to report his/her absence during the course of the day when the absence occurs.
4. Students are required to be in class for roll call at the start of the scheduled class, in a clean prescribed uniform.
  - a. School Dress Code for Men: White shirt with buttons long or short sleeve, black pants, black socks, black vest with name of school embroider.
  - b. School Dress Code for Women: Burgundy Uniform, white blouse (under uniform), black socks, black shoes.
  - c. School ID's must be visibly worn at all times. **None of these is permitted:** shorts, jeans, color socks, tennis shoes or sandals, sweaters with logos and hoods.
  - d. Must bring “Spray Disinfectant” at ALL times.
5. Students appearing in school with their hair not combed and neat will be required to clock out. Individual appearance needs are to be done on the student's own time.
6. If you are scheduled to be here on Saturday, and you are absent, you may be suspended for maximum of up to 3 days. To have an absence excused you must provide a doctors notice or a legal notice.  
If you do not clock in before 8:35:59am Tuesday through Saturday you will be not to be clocked in until 10:00am.
7. Students attending 6 hours per day will take a 20 minutes break between 11:30am and 1:30pm. Student must be cleared by receptionist. Students should report to an instructor if they have not had his/her break by 1:30pm Students attending 8 hours per day would take 30 minutes for lunch. It is the responsibility of the students to take time out for lunch and clock-out for that period.
8. A student must use the time clock to clock "IN" entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students may also be required to clock in and out for breaks extended beyond the allowable time.
9. No student is allowed to clock out during school hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. No gum chewing is allowed in the college at any time. Smoking is not allowed on the school premises.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. A pay phone is provided for (student) emergency use only. All calls are limited to 3 minutes. Students are not permitted to leave a patron to answer the phone.
13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
14. Must keep workstation in class or on the clinic floor clean and sanitary at all times.
15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to the student. All students who fail to take a patron will be dismissed for the rest of the day.
17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and, if he/she is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of college materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. Students are required to attend college on all business days before and after holidays. If absent, the student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engage in training and study of the branch of cosmetology the student is enrolled. All work must be checked by an instructor or credit will not be given. Recording of your name, dates, signatures, instructor signatures, instructor initials, ID numbers, hours, and operations on the time card must be clear and readable. Week Ending Date is Saturday, if you do not follow the rules you will not get credit, until everything is correct.

26. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
27. Only products furnished by the college may be used unless otherwise approved by the supervisor.
28. Students are to park only in the area designated by the college.
29. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
30. Students must comply with college policy and State rules and regulations.
31. Due to absences all assignments, tests and homework must be made up if required by the instructor in charge of the individual class missed by the student.
32. Notify the administrative office immediately of any name, address or telephone change.
33. Any student absent more than 14 consecutive days (including weekends) without notifying the supervisor will be terminated. These rules are designed to form excellent work habits and attendance similar to that demanded in the beauty field.
34. Personal Services: Students will have the opportunity to use the services of another student for their own services, once a month at the end of the month. Please remember our new policy of ensuring that students complete all the required operations in the course by the time the student completes 1,200 hours. It is required that students be assigned and complete a minimum number of operations at different levels of their course. Therefore, students in the clinic floor must first complete the operations assigned by their instructors and finally obtain authorization for their own services.
35. Models: Student that bring their own models must inform them that the clinic floor opens at 10:00am Therefore, models should not be allowed to enter the school until after 9:45am and must wait in the reception area until the student receives the assignment from the instructor in charge or the receptionist.
36. Assignments: As you know, our new policy is to ensure that students complete all the required operations to graduate by the time the student completes 1,200 hours. Students may be required to complete three operations before receiving services from other student. Our goal with this procedure is to force our students to gain speed in the completion of operations. In the beauty field a cosmetologist is expected to be excellent and fast when taking care of his/her clients. Students may be assigned to provide more than one operation to the same patron. This once again simulates the working demands at a beauty salon. As if you were dealing with your own clients, students may not refuse assignments. All students must receive an equal opportunity to with patrons.
37. Fire drills: There will be no smoking during the fire drill. During this time, you are in class even though you may be outside for a few minutes during the fire drill. This rule applies to students, faculty and staff.
38. Reconciliation of hours: Students that need to have their hours reviewed for accuracy need to make an appointment with the office to have their time cards reviewed.
39. Beepers and cellular telephones: During hours of class, cellular telephones, beepers any other form of communication devices are not allowed inside the school. Thus is an order of not to disturb the rest of the class. Please return your calls during the break or lunch hours.
40. Students may never come to school as client under no circumstances. Students wanting service as a client will be refused in order to prevent students leaving early to get service or being absent in order to come get service as a client.

**Failure to observe the above rules and regulations may subject the student to suspension (1 to 3 days) or termination from school.**

## **Student Rights And Responsibilities**

### **The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.

- What special facilities and services are available to the handicapped.

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**Institutional Effectiveness (NACCAS Standards)**

Adjusted Graduation rate	80%
Licensure Passing Rate	73%
Adjusted Placement rate	65%

Gainful Employment data and the Schools Performance Fact Sheet Can be viewed on our website <http://www.pib.edu>

**Catalog Updates**

Catalog updates will be done once a year at the end school year.

**Organizational Chart: Professional Institute of Beauty**

**Staff**

Organizational Order	Name	Position
1	Ms. Maria A. Quiñonez	Director/ President/ Instructor
2	Mr. Guillermo Quiñonez	Administration Assistant/ Job Placement
3	Ms. Cristina Martínez	Administration Assistant
4	Mr. Ricardo Colombia	Admissions Advisor
5	Mr. Carlos Ramírez	Admissions
6	Ms. Consuelo Ayala	Financial Aid Officer
7	Ms. Patricia Ayala	Receptionist/Computer Attendant
8	Ms. Berlyn Aguila	Data Entry/ General assistance students and clients
9	Ms. Flora Trigo	Instructor
10	Ms. Martha M. De La Torre	Instructor
11	Ms. Noemi Marlene Ramirez	Instructor
12	Ms. Vanessa Amezcua	Instructor
13	Ms. Olivia Martínez	Instructor
14	Ms. Olivia Jimenez	Instructor
15	Mr. Guillermo Quiñonez-Senior	Maintenance
16	Mr. Juan Guerrero	Maintenance Technician

**Faculty Qualification**

Ms. Maria Quiñonez		Ms. Noemi Marlene Ramirez	
Licensed Cosmetologist	1970	Licensed Cosmetologist	2003
Licensed Instructor	1984		
Teacher Credential	1989		
Director	2001	Ms. Vanessa Amezcua	
		Licensed Cosmetologist	2006
Ms. Flora Trigo		Instructor	2007
Licensed Cosmetologist	2002		
Certificate of Authorization	2004		
Ms. Olivia Martinez			
Licensed Cosmetologist	2001		
Certificate of Authorization	2004		
Ms. Martha De La Torre			
Licensed Cosmetologist	2001		
Certificate of Authorization	2004		
Ms. Olivia Jimenez			
Licensed Cosmetologist	1979		
Licensed Instructor	1982		
Credential Lifetime	1984		
Supervising Instructor	1985		