

JA SCHOOL OF HAIRDRESSING
617 N. MAIN STREET SUITE E-2
CORONA, CA 92880
PHONE: (951) 268-6890 or (951) 339-1047
www.jaschoolofhairdressing.com

2023-2024 SCHOOL CATALOG

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Published 07-01-23 Expires 06-30-24 *Revised 04/01/24, Our school catalog is updated throughout the year whenever there are changes from any of our approval agencies or any school policy changes. All prospective students or the general public may review a copy of this catalog on line at www.jaschoolofhairdressing.com

Prospective students or the general public may request a copy of this school catalog in person or via mail and the School will send you one by mail or give you a copy while visiting the School.

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.

APPROVAL DISCLOSURE STATEMENT:JA SCHOOL OF HAIRDRESSING. “This institution is a private institution and that approved to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations.” 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 five years and is subject to continuing review. Approved are the courses: **Cosmetology 1200 Clock Hours, Barber 1200 Clock Hours, Esthetician 600 Clock Hours.** Instruction is in residence with facilities occupancy level accommodating: **50** students at any one time.

Prospective enrollees are encouraged to visit the physical facilities of the school where all classes are held (**617 N. Main Street Suite E-2 Corona, CA 92880**) to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. **This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.**

The following are state Programs, Bureaus, Departments or Agencies which set minimum standards for our program of studies in accordance with Business and Professional Code: **BOARD OF BARBERING/COSMETOLOGY.** Contact BBC @ barbercosmo.ca.gov

Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to BPPE: California Department of Consumer Affairs, Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 431-6959, Toll Free: (888) 370-7589 Fax: (916) 263-1897 Web site: www.bppe.ca.gov E-mail: bppe@dca.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) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director/Owner - **MS. NA'JWA NASSER** Unresolved complaints may be directed to the Bureau for Private Postsecondary Education.

All information in the contents of this school catalog is current and correct and is so certified as true by:
MR. HAROLD STERLING – CEO/OWNER

OUR SCHOOL DOES NOT OFFER ANY TYPE OF HOUSING NOR DO WE OFFER ANY TYPE OF HOUSING ASSISTANCE i.e. housing referral, location assistance or financial housing assistance. We are located near downtown Corona and there are many apartment complexes and rentals, the approximate cost of housing varies depending on location and size of the rental, the range can be as low as \$ 1500.00 up to \$ 3200.00.

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT !

WELCOME...!

Dear Student,

Welcome to **JA SCHOOL OF HAIRDRESSING**, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

We offer you the basic training to pass the Barber, Cosmetology and Esthetician Licensing Examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **JA SCHOOL OF HAIRDRESSING**. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training. **All classes are in person at 617 N. MAIN STREET SUITE E-2 CORONA, CA 92880**

Sincerely,

MS. NA'JWA NASSER DIRECTOR/COO

MISSION STATEMENT & EDUCATIONAL OBJECTIVES: Our primary objective is to offer training that prepares students to acquire the knowledge and skills necessary to pass the Board of Exams. Our mission is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Barber, Hair Colorist, Manicurist, Skin care and Make-Up Artist or as a Beauty Salon, Barber Shop or Esthetician Licensed professional.** Normal progression should move him or her to positions such as **Barber Shop/Beauty Salon Skin Care SPA Manager, Barber/Beauty Salon Owner, Barber, Esthetician or Cosmetology Teacher, Supervisor Director, or School Owner.**

FACILITIES: is a spacious new (3,600 sq. ft.) air-conditioned, modern, facility with many benefits for our staff and students. Our school simulates Salon/Spa and Shop conditions to help our students "learn-by-doing", with modern equipment which include Barber and Salon type chairs, individual styling stations and a variety of professional products and supplies that will help enhance the student's product knowledge. A student lounge is provided for the students' use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon-ready".

FOR DISABLED/HANDICAPPED STUDENTS: **JA SCHOOL OF HAIRDRESSING** follows the requirements established by the Americans with Disabilities Act. does not discriminate against qualified individual with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client or employee. Access for disabled students to the institution's facilities is available at the School. This institution does offer programs for the disabled student depending on the student's disability(s).

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

A) Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements) or GED. If you were Home schooled, you must provide evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, the school must retain this credential as part of your school file, and pass an admissions test **Wonderlic Test SLE 4** with a minimum score of 15 or higher as stated in the test publisher's guidelines. The Admission Advisor may check with the National Center for Education Statistics-NCES <http://www.necs.ed.gov> If the state has jurisdiction over the high school, the state would be able to determine if the diploma from the school (which does not have to be accredited) is recognized by the state. Another source is: www.onlinehighschool.org, which provides a listing of free and public accredited online high schools. For California GED, a student can contact (800) 331-6316 or www.cde.ca.gov/ged/faq/records.html. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering and Cosmetology and pass an admission exam as stated above prior to admission. This test is approved by the Secretary of Education, Washington, DC. If you do not pass the exam, re-testing is available after 30 day waiting period and the admission Advisor will explain and provide you with the re-testing procedures.

C) Our school does not recruit students already attending or admitted to another school offering a similar program of study.

CREDIT EVALUATION: Appropriate credit may be granted for prior training of hours at the discretion of the School and verification by School officials of its validity of any transcripts submitted under the Cosmetology Act and the Board of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the School will depend entirely on Board of Barbering and Cosmetology. Students transferring from another school of Cosmetology in California must furnish a valid Proof of Training document from a licensed California Cosmetology school and our School may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM B of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. **NOTE: Our School does not accept transfer students (California students) that have completed 50% or more of their course hours and our School will contact the previous institution for references.** Out of State students previous hours in their entirety may or may be accepted and references given by the previous Schools will also be considered for enrollment to our School. This School has not entered into articulation or transfer agreement with any other School or university.

RE-ENTRY POLICY: **All students** who withdraw may re-enter into the program without the loss of hours & operations provided it is within 5 years from the date of their withdrawal and the student is in good standing with the School. Transfer students from other institutions 'please refer to **Credit Evaluations.**

ENGLISH AS A SECOND LANGUAGE: All classes are taught in English only. This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language of 10th grade or higher. For students that that have received a High School Diploma or other acceptable documentation from a foreign country according to Section A above, the acceptable level of English proficiency is a minimum of 10th grade and you must take the admission test outlined in **section A** above and pass the **Wonderlic test SLE 4 with a score of 15** higher which is given in English only, in order to demonstrate english proficiency and be admitted to our School.

STATEMENT OF NON-DISCRIMINATION: **JA SCHOOL OF HAIRDRESSING** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

DISCLOSURE OF EDUCATION RECORDS: Adult students, parents or guardians of dependent minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Educational records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain paper files for **SEVEN (7)** years from the date of completion or withdrawal, after **seven (7) years** the files will be destroyed. All student data is retained by "RGM" (Our third party software servicer) in a data base and Transcripts are available indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student, (parents or guardians of dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

FRESHMAN CLASS-ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 29.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass the licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 120 hrs., Barber 120 hrs. and Esthetician 60 hrs.**

TEXTBOOKS, EQUIPMENT & SUPPLIES: Each student must pay in full upon enrollment for their Kit & Books. The School will issued a complete kit of equipment within seven days (7) of your enrollment if you have paid in full otherwise the School will provide a loaner textbook and tools daily in order for you to perform the necessary assignments until you are promoted to clinic floor at which time you will be given your complete kit and books. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The School is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS: The School is closed on **Sundays & Mondays** and the following holidays: **Juneteenth, Fourth of July if it falls on a scheduled school day, Veteran's Day 11-11-23, Thanksgiving 11-23-23 thru 11-27-23, December 25, 2023 thru January 01, 2024** for Christmas vacation & A 'special 'holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: CLASSES WILL BEGIN AS FOLLOWS: Weekly every Tuesday for all courses: Cosmetology, Barber & Esthetician courses. We offer the following schedules for all courses: Tuesday thru Fridays 9:00 a.m. - 5:30 p.m. and Saturdays 8:30 a.m. - 5:00 p.m. We also offer flexible schedules during the above time frames in order to accommodate students that may be employed etc.

ORIENTATION CLASS: Orientation classes are held each Friday morning, 10:00 a.m. until 12:00 p.m., prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

COURSES OF STUDY: **Cosmetology: (1,200 Clock Hours), Barber: (1200 Clock Hours) and Esthetician Course (600 Clock Hours).** The course of study for students enrolled in their course of study shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, barbering and skin care training. **Educational Goals:** The courses of study are designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist: (D.O.T. # 332.271-010, CIP #12.0401), Barber (D.O.T. #332.371- 010, CIP # 12.0402), Esthetician (D.O.T. # 332.271-010, CIP #12.0409). The Cosmetology course is defined as consisting of 30 weeks in length and the Barber course is 30 weeks in length and the Esthetician course is 15 weeks in length however students may enroll under different weekly schedules and as a result the course weeks may vary in length.

ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME: Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. **THE COURSE SCHEDULES ARE BASED ON WEEKLY ATTENDANCE AND ARE AS FOLLOWS:**

COSMETOLOGY AND BARBER 1200 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. FULL-TIME: 40 HRS WEEKLY= 30 WKS, WKS. & 24 HRS WEEKLY= 50 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=60 WKS., 16 HRS WEEKLY=75 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

ESTHETICIAN (600 CLOCK HRS.): FULL-TIME: 40 HRS WEEKLY=15 WKS, & 24 HRS WEEKLY=25 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=30 WKS., 16 HRS WEEKLY=37.5 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take

the Licensing examinations, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. **Ms. Na'jwa Nasser** will assist students in placements as often as needed; however, the school does not guarantee placement to any student.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Doctor, stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personal prior to her enrollment. In the case whereas a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

LIBRARY RESOURCES: Our campus has a library resource area in which current periodicals, Styling magazines, Barber & Cosmetology reference books and Video/DVD's are maintained. Most of these materials can be checked out for overnight use and your instructor is in charge of this process.

STUDENT CLOCK HOUR POLICY: The Board of Barbering & Cosmetology will only recognize time-clock hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock computer in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the full class hour. This seven-minute period applies to starting of the class day only. Once theory classes have been started no one will be allowed to enter the theory classroom. In the event a student is tardy they may not clock in until theory has ended and may not clock in for the day past 11:00 a.m. without permission from the office. At the completion of the week, a new record card is prepared from the current weekly record card.

The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly record card. Record cards must be signed by the student and the instructor daily, no pre-signing will be allowed.

A thirty-minute (30) lunch break shall be taken when a student attends more than a 6 hour class day or more. If you are attending less than a (6) hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. **Instructors may not sign a student in or out.** The weekly record card reflects the student's daily record of theory hours and operations. It is important that all of your theory hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. If an error is made on the time card, correcting the mistake will require that a line be drawn through the error, the student & staff member must date and initial the correction(s).

The Weekly Time Cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

TIME CARD CREDIT: The following is a guideline for the instructor to issue credits. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category... The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. **Note:** The following time frame is considered by The Board of Barbering & Cosmetology for each operation. **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour Hair cut = 1/2 to 1 hour.** Using this scale, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at JA School of Hairdressing. It is printed in our catalog and on our website to ensure that all students receive a copy prior to enrollment.

1. Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.
2. Students that are attending the course programs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on a medical approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed and need to contact the FA office. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. **Evaluations** are conducted at the end of each evaluation periods to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. These policies are outlined elsewhere in this catalog School Rules pages **10-11**.
3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks. Students that do not complete their course of study within the 150% time frame will be dismissed.
4. Students must meet minimum academic (70%) and attendance (67%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.
5. All students will be provided a hard copy of their completed SAP evaluation form at the conclusion of their SAP counseling.

EVALUATION PERIODS: Evaluations will be performed for all students when they reached the following percentages of 25%, 50%, 75% and 100% of their course except of the Esthetician course the evaluations will be performed at 50% and 100% of their course.

: ***The evaluations(s) will be performed based on when the student actually reaches the end of period. Based on Full-time enrollment status. Part-time enrollment status will be calculated based on the above formula. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. *Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.**

Cosmetology and Barber: (1) 300 hours (2) 600 hours, (3) 900 hours and (4) 1200 hours. Based on Full-time enrollment

Esthetician 600 hours: The courses shall be prorated based on the above definition of an Academic year 600 clock hours and 18 weeks . (1) 300 hours & (2) 600 hours. Based on Full-time enroll. complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 300 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on Probation and considered to be making satisfactory academic progress while during the probation 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 probation period, the student has still not met both the attendance and academic requirements, he/she may be withdrawn . At this time the student will be told of the steps to take to initiate an appeal process if the wish to become reinstated in the course program.

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

APPEAL PROCEDURES: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) days of the non-satisfactory progress status to the director of the institution. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Students may re-establish satisfactory academic progress, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

TRANSFER HOURS: Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours of the institution.

INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS: Course in-completes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence **The school must extend the students contract period and maximum timeframe period by the same number of calendar days taken in the LOA.** 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 will return in the same satisfactory academic progress status as at the time of withdrawal.

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

ATTENDANCE STATUS: Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. See page (5) for more information.

MAXIMUM TIME FRAME: The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE		MAXIMUM TIME ALLOWED:	
		WEEKS	SCHEDULED HOURS
Cosmetology & Barber (Full time, 40 hrs/wk.)	1200 Hours	45	1800
Cosmetology & Barber (Part time, 20 hrs/wk.)	1200 Hours	90	1800
Esthetician (Full time 40 hrs/wk.)	600 Hours	30	1200
Esthetician (Part time 20 hrs/wk.)	600 Hours	60	1200

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 90% **A.....Superior Performance**
 90% - 80% **B.....Above Average**
 79% - 70% **C.....Average**
 69% - 60% **D.....Unsatisfactory**
 59% - 00 % **F.....Fail**

POINT GRADES FOR PRACTICAL WORK

(GPA 4) **4 POINTS = A**
 (GPA 3) **3 POINTS = B**
 (GPA 2) **2 POINTS = C**
 (GPA 1) **1 POINTS = D**
 (GPA 0) **0 POINTS = F**

LEAVE OF ABSENCE: There may be times when a student may experience personal, medical, or other problems which will make it difficult for them to attend classes for a period that extends beyond 14 days. In such case, the school may allow a student to take a LOA (Leave of Absence) from the program. A student requesting a LOA are required to apply in advance in writing, and must include the reason for the request, an include the student's signature. A student is required to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. Because of the situation, the school may grant a LOA to the student who did not provide the request prior to the LOA due to "unforeseen circumstances", if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident. The start and end date of LOA must be included in the written request. There must be a reasonable expectation that the student will return from the given LOA. The school's administration will review and determine the requested LOA for approval. A leave of absence may be granted for up to 180 days within a 12 month period. These 12 months initiate from the first day the student goes on the first leave. A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceeds a total of 180 days in any 12-month period. Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA, the student must report to the school administration.

The school must extend the students contract period and maximum timeframe period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Students who do not return to the school at the expiration of an approved LOA (or a student takes an unapproved LOA) will be considered dismissed from the program as of their last class day of attendance prior to the start of the leave. Withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days. A record in the form of documentation will be maintained in your student file.

SCHOOL RULES AND REGULATIONS: These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber, Cosmetologist. Violation of school rules may result in suspension or termination.

1. School hours are Tuesday-Fridays 9:00 a.m.-5:30 p.m. Saturdays 8:30 a.m.-5:00 p.m. All breaks are 10 minutes in length.
2. **Weekly** record cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student **must call** to the school to report his/her absence between 10:00 a.m. up to 3:00 p.m. each morning of the absence. If you are tardy you may not clock in until theory has ended and no later than 11:00 a.m. with permission only.
4. Students are required to be in morning class for roll call promptly at 9:07 a.m. in a clean, prescribed uniform.
All Students must wear school issued JASH Logo Tee-Shirt neat and clean. Black Slacks, Dickies or Dark Black dress jean no faded type jean can be worn and a black belt must be worn. Skirts must be all black and hem line must be at the knee and hosiery must be worn with skirts and no open slits up skirt. **No Capri pants, shorts, leggings, skinny jeans or sweat pants are allowed.** White or Black closed toe and heel work or canvas type shoes. **No Baggy type pants** are to be worn, no exceptions! Long Chains around the neck are not allowed and all necklaces must be worn under your Tee-shirt so that they do not interfere with a service being performed on a patron. The following jewelry will be permitted for your safety and for that of your patron: one ring, wrist watch, necklace, stud earrings only! Only school issued Logo Tee-Shirt, Apron will be allowed as you're uniform. Absolutely no other type of Apron or Tee-Shirt will be permitted.
5. Students appearing in school with their hair not set and neat will clock out. No hats, headbands, scarf's or nets, or any type of headgear is allowed in the school this includes earbud, sunglasses or earphones while you are clocked in. Beauty needs/grooming are to be done on the student's own time. Finger nails must be a normal short length.
6. **A student who is tardy (9:07 a.m.) for morning start time** cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month). When clocking in for the day you must be ready for class and in proper uniform and may not leave the building to go eat or park your car etc. All students that are clocked in are expected to go to theory class and ready to start the day.
7. Students will take lunch between 12:00 p.m. and 3:00 p.m. and must be cleared by the Instructor in charge. Students should report to an instructor if they have not had lunch by 3:00 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock machine to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the Bio-metric clock and not by instructors or staff persons signing the student in/out. Students are also required to clock in and out with time clock for all breaks or on the back of their operational cards. Note: Finger nails must be short to medium in length, Long nails will not allow clocking time in/out to be read by the Bio-metric clock.
9. No student is allowed to clock out during School hours without permission from their Instructor. 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 must either be clocked out or signed out. When leaving the campus property the student must clock out. If a student leaves the campus to go to surrounding area the student they must be clocked out.
10. No gum chewing is allowed in the school at any time. Eating is only allowed in the student lounge. Smoking is allowed in assigned areas only OUTSIDE of the building. No loitering in front of the School.
11. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge. Students and Instructors must not fraternize or have inappropriate relations in anyway while attending our school.
12. School business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone. Cell phones use not allowed on Clinic Floor and ringers must be on vibrant or silent setting.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times. Students must keep work station, in class or on the floor, clean and sanitary at all times. When leaving for the day the students work station must be clean and orderly and all equipment must be stored in a locked locker or cabinet and not be left out. The school is not responsible for items left out or lost.
14. 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. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
15. 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. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. Students are responsible for the return of School materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
16. 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 or the instructor in charge and no changes are to be made by students.

17. A student must attend School on all Saturdays. Days before and after a holiday are considered to be a Saturday and a mandatory day and you may be suspended for up to 3 days for not attending. Only the school Director may excuse a student from attending on Saturdays. **1st & 2nd Offense** = 3 days or less suspension & **3rd Offense** = termination.

The school reserves the right to discontinue a student if this rule is violated. A student may be required to produce the **original** medical documentation and /or the **original** documentation of any professional appointment. All inexcusable absences are subject to additional charges of the schools contracted hourly rate (for going beyond your scheduled completion date). Students have the privilege at all times to consult the management on personal problems. The School positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

18. The School will not tolerate the use of alcohol or drugs at any time. **Cannabis products of any kind** are not allowed within 1,000 feet of a school or School per California State law. No student will be admitted to class who is apparently under the influence. **Effective 10-14-2021 NO VAPE TYPE APPARATUSES OR LIKE PRODUCTS OF ANY TYPE WILL BE ALLOWED ON THE SCHOOL PREMISES.** No gambling or loitering allowed around the campus before or after school hours at any time.

19. Students must keep a record of services each day as required on the student daily record of applied effort. Weekly record cards will be audited by the School Office. Credit will be given for applied effort only. All work must be checked by an instructor and all record cards must be signed daily by the student and the instructor in order to receive credit for all daily operations or credit will not be given. Records must be neat and clear.

20. Only products furnished by the School may be used unless otherwise approved by the Instructor.

21. The School does not have a designated parking area for student parking due to the location of ur school. However students may locate parking on the city streets or pay lots located nearby. Students are reminded to follow all city parking ordinances.

22. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination or profanity towards a staff member or other students and will not be allowed or tolerated in the school at any time. Students must comply with School policies and all state rules and regulations.

23. Due to absences all assignments, tests and homework may be made up. When authorized to make up excused absences (days missed), you must come to school on time. If you do not you will not be allowed to make up the excused absence on that day. **No exceptions** will be granted. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff. Notify office immediately if you have an address or telephone number change. Absence THREE days or more without notification shall be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the supervisor may be considered for termination and should consult the FA Director regarding a possible Leave of Absence.

24. If a student becomes employed or your work schedule changes and it will conflict with your current school schedule while attending classes, you must report your employment or work schedule changes to the school office. In most cases we can modify your school schedule provided you can bring in proof of the employment and or the schedule change from the employer. Acceptable documentation is a letter on the employers letterhead.

25. We have a **ZERO** tolerance for the following offenses: Use of Alcohol, Drugs (use or selling) Criminal Activity, Threatening behavior or abusive verbal & physical altercation of any type towards a staff member or student will result in immediate termination.

Depending on the infraction of the rule (s) and the severity of the offense the Director shall apply the following discipline action. 1st Offense = Written Warning, 2nd Offense will be suspended for up to 3 days and 3rd Offense may be terminated at the discretion of the Director.

26. Upon termination of your course of study, you must remove all of your equipment, personal belongings within 30 days. Items not removed or left behind will become the schools property and the school is not responsible for the items left behind, nor will the school replace those items. The student's tuition account owed must be paid in full inn order to file for the licensing exam.

NOTICE OF STUDENT RIGHTS

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

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. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Please refer to the "REFUND POLICY" published on pages 14 of this catalog

4. Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary Education, Address: or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 431-6959, **Toll Free:** (888) 370-7589 Fax: (916) 263-1897 Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

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

1. Fill out the grievance form and list all grievances.

2. Deliver all forms to your immediate instructor.

3. If you are unable to deliver the form to the Instructor in charge you may deliver it to the Director:
MS. NA'JWA NASSER via email jacorona110@gmail.com or mail to the school 617 N. Main Street Suite E-2 Corona, CA 92880

4. All grievances regardless of the nature will be turned over to the owner and reviewed.

5. The Director will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours by the owner.

6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-Free # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

TUITION AND FEE SCHEDULE**Effective 04-01-2024**

Total charges below reflect the period of attendance for the entire course, and is an estimated schedule of charges for the entire educational program.

COURSE	*TUITION	REG.	KIT/BKS &SUP.	STRF	TOTAL	WEEKS
Cosmetology 1200 HOURS	\$6,000.00	\$250.00	\$1,800.00	\$0.00	\$8,050.00	30-75
Barber 1200 HOURS	\$6,000.00	\$250.00	\$1,800.00	\$0.00	\$8,050.00	30-75
Esthetician 600 hours	\$4,800.00	\$250.00	\$1,000.00	\$0.00	\$6,050.00	15-30

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above according to their enrollment agreement, an extra instruction charge will be made for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$5.00, Barber: \$ 5.00, Esthetician \$8.00 per hour for all courses.**

*** = REFUNDABLE. THE REGISTRATION FEE AND KIT/BOOKS ARE NOT REFUNDABLE.**

Kits: Once used, kits are not returnable or refundable due to sanitary considerations. * Above kits prices include 10.25% sales tax. ***NOTE:** Length of time in course depends on the number of hours scheduled hours weekly the student contracts for on a monthly basis as specified in the Enrollment Agreement.

***BRUSH-UP:** For students requiring preparation for the licensing exams because they failed the licensing exam or never took the exam or for out of state persons wishing to take Board of Barbering and Cosmetology licensing exam and the exam agency is requiring additional hours in order to take the exam will be billed at the above course hourly rates, depending on which license they are applying for and a registration fee of \$250.00. Students must furnish their own books & equipment.

METHOD OF PAYMENT: The Admission officer will develop a personalized payment program for each individual. payment schedules (weekly, monthly, and quarterly) are available. All tuition and fees are payable in advance unless other arrangements have been made prior to start of classes. Methods of payments accepted by Cash, Money orders Debit and Credit Visa & Master Card and Personal Checks. **SCHOLARSHIPS: Our School does not award any institutional scholarships incentives.**

BANKRUPTCY: Our School is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) **THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**

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STUDENT'S RIGHT TO CANCEL/CANCELLATION PERIOD DEFINED: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed) whichever is later. A Notice of Cancellation form is given to the student upon enrollment.

The Notice of Cancellation shall be in writing and submitted directly to the Financial Aid Office, if sent by mail, it is effective when deposited and properly addressed with postage prepaid. A withdrawal may be initiated by the student's written notice or by institution due to the student's academics or conduct, including but not necessarily limited to, a student's lack of attendance. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for part of the course not taken. Your refund rights are described in the Refund Policy and in the enrollment Agreement.

REFUND POLICY—WITHDRAWAL PRIOR TO COURSE COMPLETION: Once the student has been determined by the institution to have withdrawn from the course of study, refund policy calculations are performed under the two distinctive and different calculations formulas: The Institutional Refund Policy applicable to all students.

INSTITUTIONAL REFUND POLICY: After the cancellation period, the institution will provide a pro-rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences) there will be no refund to the student. If the student has received federal student aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. A registration fee of \$250.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. **If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal.** If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

DETERMINATION OF WITHDRAWAL FROM SCHOOL: The withdrawal date shall be the last physical date of attendance recorded in the institutional records. The BPPE Agency Refund Policy will be used as stated above. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Administrative Office of your intent to withdraw. Only the Administrative Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a 14 calendar day period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

ENROLLMENT TIME is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (45 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the will not be returning.

SCHOOL CLOSURE OR COURSE CANCELLATION: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification via certified mail or school's determination.

PLACEMENT: This institution does not guarantee placement to any student. However, job placement & assistance is provided to graduates upon completion of the student's course of study at no additional charge.

STUDENT TUITION RECOVERY FUND (S.T.R.F.)

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section: 94924 and 94925, Education Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of clock hours you earn at **(JA School of Hairdressing)** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(certificate)** you earn in the **Barber, Cosmetology or Esthetician course**. Acceptance of the **(Certificate)** you earn in **(JA School of Hairdressing)** 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 are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **(JA School of Hairdressing)** to determine if your **Certificate** will transfer.

Note: An Academic Transcript will be released upon request however, The Board of Barbering & Cosmetology "Proof of Training Document" will not be released until ALL tuition charges are paid in full.

Family Educational Rights and Privacy Act (FERPA)

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

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."

1. 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.

2. 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.

3. 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, at 400 Maryland Avenue, SW Washington, D.C. 20202-8520

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 website of the U.S. Copyright Office at www.copyright.gov.

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

DRUG ABUSE & ALCOHOL POLICY STATEMENT:

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services

United States Department of Education

400 Maryland Avenue SW.

Room 3124, GSA Regional Office Bldg. #3 Washington, DC 20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name: SUBSTANCE ABUSE FOUNDATION PH: (562) 987-5722

1041 E. REDONDO AVE. LONG BEACH, CA 90804

Entity Name: REDGATE MEMORIAL RECOVERY CENTER PH: (562) 591-6134

1775 CHESTNUT AVE. LONG BEACH, CA 90813

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS BIENNIALLY TO MAKE ANY NEEDED IMPROVEMENTS AND PROVIDE IT TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR

CURRICULUM FOR COSMETOLOGY COURSE (1,200 HOURS): The curriculum for students enrolled in a cosmetology course shall consist of twelve hundred (1,200) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7362.5(a) of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
PRACTICAL OPERATIONS	
HAIRSTYLING: ANALYSIS, SHAMPOOING	020
WET HAIR STYLING & BLOW DRYING	075
THERMAL HAIR STYLING (HOT COMBS & IRONS) & UP DOS	045
PIN CURLS, BRAIDS, BARREL CURLS	025
PERMANENT WAVING & CHEMICAL STRAIGHTENING	075
HAIRCUTTING	100
BLEACHING	075
HAIR COLORING - HIGHLIGHT/WEAVE	045
SCALP & HAIR TREATMENTS	025
ESTHETICS: FACIALS - MANUAL	025
FACIALS - CHEMICAL	025
FACIALS - ELECTRICAL	025
EYEBROW BEAUTIFICATION & MAKE-UP	020
DISINFECTION/SANITATION	050

MANICURING/PEDICURING: WATER & OIL MANICURING	010
PEDICURING	005
ACRYLIC NAILS - LIQUID & POWDER	015
ARTIFICIAL NAIL TIPS , WRAPS & REPAIRS	010
TINTING, PERMING EYEBROWS & LASHES	010
TOTAL PRACTICAL OPERATIONS	685
THEORY SUBJECT	
HAIRSTYLING: ANALYSIS & SHAMPOOING	010
FINGERWAVING, PIN CURL, COMB-OUTS	005
STRAIGHTENING, WAVING	020
CURLING W/HOT COMBS & IRONS, BLOWDRYING	020
PERMANENT WAVING & CHEM. STRAIGHTENING	040
HAIRCOLORING & BLEACHING	030
HAIRCUTTING	025
HEALTH & SAFETY: BBC LAWS & REGS.	020
COSMETOLOGY CHEMISTRY, ELECTRICITY	025
BACTERIOLOGY, COM. DISEASES, HIV/AIDS & HEPATITIS B	030
MATERIAL DATA SHEETS, ANATOMY & PHYSIOLOGY	080
DISINFECTION/SANITATION & SAFETY	050
ESTHETICS: FACIALS - MANUAL: CLEANSING, PACKS, MASKS	025
FACIALS - CHEMICAL: PEELS, PACKS, MASKS & SCRUBS	025
FACIALS - ELECTRICAL: ELEC. MODALITIES, DERMA	025
EYEBROW BEAUTIFICATION & MAKE-UP	015

MANICURING/PEDICURING: WATER, OIL MANICURES (CAD)	010
HAND/FOOT/ARM/ANKLE MASSAGE	010
ARTIFICIAL NAILS & WRAPS: LIQUID & POWDER	020
BRUSH-ONS, ARTIFICIAL NAIL TIPS, WRAPS & REPAIRS	020
SALON MANAGEMENT, BUSINESS ETHICS	010
TOTAL THEORY HOURS	515

The history of Cosmetology, Life skills, Professional image, General anatomy and physiology, Basics of electricity preparing for licensure. Setting goals. Time management, ethical standards, healthful habits, proper ergonomics, human relations and communication skills, types of cells and tissues, electrical equipment safety, light energy and light therapy and preparation for employment. Hands on will be practiced on doll heads, clients, and student to student services.

TOTAL CLOCK HOURS

1200

DESCRIPTION OF COURSE: (0.0.T. # 332.271-0 I 0-) (CIP # 12.040 I): This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Cosmetologist to perform all skills as a Hair Stylist, Chemical Applications, Manicuring and pedicuring services.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Management, communication skills that includes 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.

PERFORMANCE OBJECTIVE

- A. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
- B. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- C. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
- D. Acquire business management techniques common to cosmetology.

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

TEXTBOOK: MILADY STANDARD TEXTBOOK FOR COSMETOLOGY: 13TH EDITION ISBN:978-1-2857-6941-7

PROGRESS POLICY Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and student's tuition account is paid in full, will be

awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering/Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California Board of Barbering and Cosmetology (BBC) only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%

BARBER COURSE OF STUDY (1,200 CLOCK HOURS). The curriculum for students enrolled in a barbering course shall consist of twelve hundred (1200) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For 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. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,200-hour course shall cover not **less than 1,000 hours** including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum

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

Theory/ Subject	
Barbering Act/ Rules BBC	25 Part of the 100 Hour Health/Safety BBC requirement
Health/ Saftey/ Haz Materials/ HIV/ Aids	75
Disinfection/ Sanitation	25
Anatomy	10
Chemistry	5
Electricity/ Light Therapy	5
Chemical Services	75
Shaves/Beard Trimming	65
Haircutting	10
Styling	25
Hair Processing	30
Hair Coloring/Bleaching	20
Misc. Theory/ Subject Matter	10
Business Industry Relations	10
Theory Total Hours	390

Practical Operations	
Hairstyling/ Haircutting	450
Shaving	150
Permanent Waving	20
Hair Processing/ Relaxing	20
Hair Coloring/Bleaching	40
Shampooing	30
Scalp Manipulation	10
Disinfections/ Sanitations	75
As Needed Operations	15
Total Practical Operations	810
Total Clock hours 1200	

All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the board and to provide barber services in an establishment.

The course of instruction in the theory of barbering required for a student enrolled in a 1,200-hour course shall cover not less than 100 hours of instruction in the subjects listed in Section 7316(a) of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training in sales techniques which may be completed in theory training or practical training at the discretion of the school owner or instructor. The course of instruction shall also include 20 hours of technical instruction in hazardous substances (shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389).

The course of instruction required for a student enrolled in a 1,200-hour course shall cover not less than 100 hours allotted to the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case.

A student shall be properly instructed to cut the hair of and render barber services to all patrons.

COURSE DESCRIPTION: & Educational Goals: The Barbering crossover course for Cosmetologists is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0402).

BARBER PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.

2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry & theory.
4. Acquire business management techniques common to Barbering.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face, and prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to barbering.
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.

TEXTBOOK: MILADY BARBER TEXTBOOK 6th EDITION ISBN:978-1-3051-0055-8

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better and student's tuition account is paid in full student will be awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering/Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California Board of Barbering and Cosmetology (BBC) only after the student has successfully completed and graduated from the Barber course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

CURRICULUM FOR ESTHETICIAN COURSE. (600 HOURS)

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

TECHNICAL INSTRUCTION	
BBC RULES AND REGULATIONS	10
CHEMISTRY	15
HEALTH/SAFETY/HAZ./HIV & AIDS	50
ELECTRICITY	10
DISINFECTION & SANITATION	10
BACT./ANATOMY/PHYSIOLOGY	20
FACIALS/MANUAL	20
FACIALS/ELECTRICAL	20
FACIALS/CHEMICAL	30
EYEBROW ARCHING-TWEEZE/WAX	25
HAIR REMOVAL WAX & DEPILATORIES	20
MAKE-UP	20
SALON MANAGEMENT & SPA SKILLS	15
TOTAL THEORY HOURS	265
<u>PRACTICAL OPERATIONS</u>	
DISINFECTION & SANITATION	20
FACIALS - MANUAL	50
FACIALS - CHEMICAL	60
FACIAL - ELECTRICAL	50
EYEBROW ARCHING -TWEEZERS & WAX	40
HAIR REMOVAL WAX & DEPILATORIES	50
MAKE-UP	40

CLIENT PREPARATION & RECORD PREP.	25
TOTAL OF PRACTICAL OPERATIONS	335

TOTAL CLOCK HOURS 600

PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to esthetics. Esthetician (D.O.T. # 332.271-010, CIP #12.0409).

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to /Skin Care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

TEXTBOOK: MILADY ESTHETICIAN TEXTBOOK 11TH EDITION ISBN:978-1-1113-0689-2

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Licensing Examination.

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

JA SCHOOL OF HAIRDRESSING L.L.C.

FACULTY/ORGANIZATIONAL CHART

CEO

MR. HAROLD LEE STERLING

Director/COO & CAO

MS. NA'JWA NASSER

Admissions

Ms. Na'jwa Nasser

Placement

Ms. Na'jwa Nasser

INSTRUCTORS

Ms. Erika Hurtado, Ms. Damaris Cortes, Ms. Na'jwa Nasser

Receptionist

EDUCATIONAL FACULTY

Ms. Damaris Cortez

INSTRUCTOR Licensed Cosmetologist 07 years

Ms. Erika Hurtado

INSTRUCTOR Licensed Barber 05 years
Licensed Cosmetologist 12 years

Ms. Na'jwa Nasser

INSTRUCTOR Licensed Esthetician 30 years

ADMISSIONS & FINANCIAL INFORMATION AND HOURS:

ADMISSIONS: Applicants for Admissions may secure information on Tuesday through Friday between: 10:00 a.m. - 4:00 p.m. **Person to contact: Ms. Na'jwa Nasser @ (951) 268-6890**

FINANCIAL INFO: Applicants or students may secure financial information Tuesdays through Fridays between 10:00 a.m. - 4:00 p.m. **Person to contact: Ms. Na'jwa Nasser @ (951) 268-6890**

PLACEMENT ASSISTANCE: Tuesday and Wednesdays between: 10:00 a.m. through 4:00 p.m. **Person to contact: Person to contact: Ms. Na'jwa Nasser @ (951) 268-6890**