

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. 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) All prospective students must be interviewed by the school Director prior to being accepted to any programs of study.

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 College and verification by college 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 college will depend entirely on Board of Barbering and Cosmetology. Students transferring from another school of Cosmetology in California must furnish a valid Transcript from a licensed California Cosmetology school and our college 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 college does not accept transfer students (California students) that have completed 50% or more of their course hours and our college will contact the previous institution for references.** Out of State students' previous hours in their entirety may or may not be accepted and references given by the previous colleges will also be considered for enrollment to our college.

This College has not entered into articulation or transfer agreement with any other college 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 college. 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 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 college.

STATEMENT OF NON-DISCRIMINATION: JOHN WESLEY INTERNATIONAL BARBER AND BEAUTY COLLEGE 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.**

TEXTBOOKS, EQUIPMENT & SUPPLIES: Each student must pay in full upon enrollment for their Kit & Books. The college will issue a complete kit of equipment within seven days (7) of your enrollment if you have paid in full, otherwise the college 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 college is not responsible for a student's equipment, either lost, stolen or damaged. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS: The College is closed on **Sundays & Mondays** and the following holidays: **June 19th, July 4th, Veteran's Day, Thanksgiving (if they fall on a scheduled school day) and December 24 through January 02, 2025** for Christmas vacation. A 'special' holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

CLASS SCHEDULES: CLASSES WILL BEGIN AS FOLLOWS: Weekly every Tuesday for all courses: Cosmetology, Barber & Cosmetology/Barbering Crossover courses. We offer the following schedules for all courses: Tuesday through Saturday 9:00 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 Tuesday morning, 10:00 a.m. until 1:30 p.m., prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

COURSE OF STUDY: COSMETOLOGY COURSE (1,200 Clock Hours): The course of study for students enrolled in a cosmetology course shall consist of twelve hundred (1,200) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

Educational Goals: The cosmetology course of study is 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 COURSE: (1,200 Clock Hours) The course of study for students enrolled in the Barber course shall consist of twelve hundred (1,200) clock hours of technical instructional and practical operations covering all practices constituting the art of barber. **Educational Goals:** The Barber course of study 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).

COSMETOLOGY/BARBERING CROSSOVER: The course of study for students enrolled is to provide barber training for the cosmetologists and shall consist of a minimum of technical instruction and practical operations covering barber practices that are not a part of the required training or practice of a cosmetologist. The Barber course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0413).

ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME: Full time: Any student scheduled to attend 30 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 30 hours per week. Less than 16 hours per week is 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 1200 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. FULL-TIME: 30 HRS WEEKLY=40 WKS., TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 16 HRS WEEKLY=75 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME HALF TIME: 12 HRS WEEKLY = 100 WEEKS.

BARBER 1200 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. FULL-TIME: 30 HRS WEEKLY=40 WKS., TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 16 HRS WEEKLY=75 WEEKS. TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME HALF TIME: 12 HRS WEEKLY = 100 WEEKS.

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. Laura Vega** assists 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 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 personnel 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 that 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 overnight. Your instructor is in charge of this process.

VOTER REGISTRATION: We encourage all students to vote and be registered. You can register to vote online: www.registertovote.ca.gov or you can call (800) 345-8683.

NACCAS ANNUAL REPORT RATES FOR 2023

COSMETOLOGY: Scheduled to complete: 14 did 07

BARBER: Scheduled to compete: 32 did 19

CROSSOVER: Scheduled to complete 0 did 0

OVERALL COMPLETION RATE: 56.52%

Cosmetology taking exam 04 and 03 passed

Barber taking exam 07 and 07 passed

Crossover taking exam 00 and 00 passed

OVERALL LICENSING EXAM: 90.91%

Cosmetologist working 03 eligible and 0 working

Barber working 07 eligible and 01 working

Crossover working 00 eligible and 00 working

OVERALL PLACEMENT RATE 10%

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 begun, 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. If you are attending less than a (6) hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total, and you must clock in/out on your timecard for the lunch break. **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 timecard so that the hours and operations are transferred correctly to the roster. If an error is made on the timecard, 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 Record 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. Personal grooming, leaving the building, reading material not related to your training or activity not related to your training is not allowed. If this occurs, you will be asked to stop such activity or to clock 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, is in the Theory hours earned as well as 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 John Wesley Intl. Barber and Beauty College. It is printed in our catalog and on our website to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

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 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. These policies are outlined elsewhere in this catalog School Rules pages 11-12.

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 based on the US Department of Education Regulations and definition of an Academic year and will be performed at the end of each payment period. USDOE defines an academic year as being 900 clock hours & 26 calendar weeks, a payment period is defined as 450 clock hours & 13 calendar weeks per period. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 300 hours of the course will be prorated and contain (1) 300-hour payment periods = 300 clock hours & 9 calendar weeks. Based on the above definition the Barber course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 300 hours of the course will be prorated and contain (1) 300-hour payment periods = 300 clock hours & 9 calendar weeks. Using the above definition(s) the following schedule will be followed for determining when the student will be evaluated: ***The evaluations(s) will be performed based on when the student actually reaches the end of each payment 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: PP (1) 450 hours & 13 calendar weeks & PP (2) 900 hours & 26 calendar weeks, PP (3) 1200 hours & 35 calendar weeks based on Full-time enrollment

Barber: PP (1) 450 hours & 13 calendar weeks & PP (2) 900 hours & 26 calendar weeks, PP (3) 1200 hours & 35 calendar weeks based on Full-time enrollment

Cosmo/Barber Crossover Course: The first evaluation will be conducted at the midpoint of the course and the final evaluation will be conducted at 200 hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 100 clock hours or at the maximum time of 300 clock hours depending on the course, 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 warning and considered to be making satisfactory academic progress while in the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. At this time the student will be told of the steps to take to initiate an appeal process.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while in 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, if applicable, students will not be deemed eligible to receive Title IV funds.

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 and Title IV aid, 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 INCOMPLETES, WITHDRAWALS: Course incompletes, repetitions and noncredit 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 30 hours or more per week is considered to be full-time a student. 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 (Full time, 30 hrs/wk)	1200 Hours	36.5	1800
Cosmetology (Part time, 16 hrs/wk)	1200 Hours	62	1800
Barber (Full time 30 hrs/wk)	1200 Hours	36.5	1800
Barber (Part time 16 hrs/wk)	1200 Hours	62	1800
Cosmo/Barber Crossover Course (Full time 30 hrs/wk)	300 Hours	6	300
Cosmo/Barber Crossover Course (Part time 16 hrs/wk)	300 Hours	10	300

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**
 89% - 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.

Students requesting a LOA are required to apply in advance in writing, and must include the reason for the request, as well as 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, 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 a LOA that meets this criterion 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 or Cosmetologist. Violation of school rules may result in suspension or termination.

1. School hours are Tuesday-Saturday 9:00 a.m.-3:30 p.m. All breaks are 10 minutes in length.
2. Weekly record cards must be clearly legible. Students must only fill in their own timecards.
3. In case of illness or emergency on any day, the student **must call** the school to report his/her absence between 10:00 a.m. to 3:00 p.m. each morning of the absence. If you are tardy, you may not clock in until theory has ended but 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 Cosmetology & Barber Students must wear school issued John Wesley International Barber and Beauty College Logo Tee-shirt. Neat and clean black slacks, Dickies or dress jeans. No faded or ripped jeans can be worn. Skirt's hem line must be below the knee and hosiery must be worn with skirts. No open slits up skirt. **No Capri pants, shorts or leggings are allowed.** Closed toe and heel work shoes only. **No Baggy 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. Only the following jewelry will be permitted for your safety and for that of your patrons: one ring, wrist watch, necklace, stud earrings only! Only aprons or Barber smock will be allowed as your uniform. Absolutely no other type of apron or smock will be permitted.

5. Students appearing in school with their hair not set and neat will clock out. No hats, headbands, scarfs, nets, or any type of headgear is allowed in the school. This includes sunglasses or headphones. Beauty/grooming needs 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. 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 1:00 p.m. and must be cleared by the instructor in charge. Students should report to an instructor if they have not had lunch by 1:00 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the Bio-metric clocking 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 signing the student in/out. Students are also required to clock in and out with the Bio-Metric clock for all breaks. Note: Finger nails must be short to medium in length. Long finger nails interfere with the clock's mechanism.
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, they must either be clocked out or signed out. When leaving the campus, the student must clock out.
10. No gum chewing is allowed in the college 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 College.
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 John Wesley International Barber and Beauty College.
12. College business phones may not be used for personal calls. You are not permitted to leave a patron to answer a phone call. Cell phone ringers must be on silent settings. No headphones are allowed in the college at any time.
13. Rigid adherence to the rules of sanitation and disinfection 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 college 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 college on all Saturdays. Attendance on days before and after a holiday is mandatory 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 college 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 college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

18. The college 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 college 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 College 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 college may be used unless otherwise approved by the instructor.

21. The College does not have a designated parking area for student parking due to the location of our 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 student will be allowed or tolerated in the school at any time. Students must comply with college 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**. 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. An absence of three or more consecutive days without prior notice may result in 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 bring in proof of employment and or the schedule change from your employer. Acceptable documentation is a letter on the employer's letterhead.

25. We have a **ZERO** tolerance for the following offenses: Use of Alcohol, Drugs (use or selling) or Criminal Activity. Threatening behavior. Abusive verbal or physical altercations 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 disciplinary actions. 1st Offense = Written Warning, 2nd Offense = suspension for up to 3 days. 3rd Offense = possible termination at the discretion of the Director.

26. Upon termination of your course of study, you must remove all of your equipment and personal belongings within 30 days. Items not removed or left behind will become the school's property. The school is not responsible for items left behind, nor will the school replace those items. The student's tuition account owed must be paid in full less any projected Title IV receivables prior to pre-applying 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.