

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.

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 14-15 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/ Owner: **MS. ARUNI BLOUNT 920 Atlantic Ave. Suite. 200 LONG BEACH, CA. 90813**
4. All grievances regardless of the nature will be turned over to the owner and reviewed.
5. The Supervisor will evaluate the grievance and set up an appointment with the person within 7 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 Website www.bppe.ca.gov

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600 TUITION AND FEE SCHEDULE Effective 09-01-2023
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	\$18,000.00	\$ 250.00	Phase 1 kit \$365.00 Phase 2 kit \$1285.00 Total \$1650.00		\$19,900.00	32-90
Barber 1500 HOURS	\$18,000.00	\$ 250.00	Phase 1 kit \$365.00 Phase 2 kit \$1285.00 Total \$1650.00		\$19,900.00	32-90
Cosmetology/ Barbering Crossover 200 HOURS	\$3,000.00	\$ 250.00	N/A		\$2,25.00	5-15

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

Your kit/books & Supplies will be issued in 2 phases: Phase 1 will be issued at the start of your freshman training. Phase 2 will be issued when you are promoted to Clinic Floor.