



(Address and where instruction take place)

7209 Seville Ave #2986-2988

Walnut Park, CA 90255

(323) 791 - 3916

2024/2025 SCHOOL CATALOG

Instruction in the Arts of Hair, Nails & Skin Care

2024-2025

July 1, 2024, to June 30, 2025

Published 07/01/2024

Last Updated: 08/08/2024

Updated at least Once a Year.

Table of Contents

WELCOME	3
OBJECTIVE	4
INSTRUCTORS.....	5
TRANSFERRING TO SEMIRAMIS BEAUTY and BARBERING ACADEMY POLICY AND PROCEDURES.....	5
TRANSFER OF CREDITS APPLICANTS	6
WITHDRAWAL & RE-ENTRY POLICY	6
LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT	7
CREDIT EVALUATION	7
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	7
ORIENTATION	8
GRADUATION/DIPLOMA REQUIREMENTS	8
EVALUATION PERIODS	
Students are evaluated for Satisfactory Academic Progress at the following points of “scheduled” hours of completion:	9
FACTORS TO BE EVALUATED	9
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS	10
APPEAL PROCEDURE	10
NONCREDIT, REMEDIAL COURSES, REPETITIONS.....	11
TRANSFER HOURS	11
REFUND POLICY – STUDENT’S RIGHT TO CANCEL	12
COURSE CANCELLATION.....	13
SCHOOL CLOSURE	13
STUDENT SERVICES AND POLICIES	
DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS.....	14
ADVISING POLICY/PROCEDURE	14
PLACEMENT & EMPLOYMENT	14
LIBRARY	15
DRUG AND ALCOHOL ABUSE POLICY.....	15
SEXUAL HARASSMENT POLICY	16
GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY	17
COURSES OF STUDY.....	17
TOOLS AND EQUIPMENT	17
COSMETOLOGY 1000 CLOCK HOURS.....	18
COSMETOLOGY CURRICULUM DESCRIPTION.....	18
COURSE GOALS	18
COURSE MATERIALS.....	18
MAJOR SEGMENTS OF COURSE CONTENT	18
LEARNING METHODS	19
GRADED ACTIVITIES	19
GRADE CHART	19
BARBERING 1000 CLOCK HOURS	20
BARBERING CURRICULUM DESCRIPTION	20
COURSE GOALS	20
COURSE MATERIALS.....	20
MAJOR SEGMENTS OF COURSE CONTENT	20
LEARNING METHODS	21
GRADED ACTIVITIES	21
GRADE CHART	21
ESTHETICIAN 600 CLOCK HOURS.....	22

ESTHETICIAN CURRICULUM DESCRIPTION	22
COURSE GOALS	22
COURSE MATERIALS	22
MAJOR SEGMENTS OF COURSE CONTENT	22
LEARNING METHODS	23
GRADED ACTIVITIES	23
GRADE CHART	23
MANICURING 400 CLOCK HOURS.....	24
MANICURING CURRICULUM DESCRIPTION.....	24
COURSE GOALS	24
COURSE MATERIALS.....	24
MAJOR SEGMENTS OF COURSE CONTENT	24
LEARNING METHODS	25
GRADED ACTIVITIES	25
GRADE CHART	25
SCHOOL RULES AND REGULATIONS	26
I. ATTENDANCE POLICY/TIMECARDS.....	26
II. DRESS CODE /UNIFORMS.....	26
III. PERSONAL CONDUCT	26
IV. DISCIPLINARY ACTION (Probation an Dismissal Policy)	
Any violation will be addressed to the student, documented, and kept in the student file.....	28
SALARIES	28
PHYSICAL DEMANDS IN BEAUTY, BARBERING, and TEACHING	28
BACKGROUND CHECK.....	29
ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL CATALOG PRIOR TO SIGNING THE ENROLLMENT AGREEMENT	29

Our internet website provides the following: A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: www.bppe.ca.gov.

We encourage **all prospects, interested person, and students** to view and review the catalog, the school performance fact sheet and the annual report **on our website**.

"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."

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-secondary Education at"

BPPE:

1747 N. Market Blvd Ste. 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798
Ph. (916)574-8900 Fax (916) 263-1897
Website: www.bppe.ca.gov

WELCOME

Welcome to the wonderful world of hair, nails, and skin care. Semiramis Beauty and Barbering Academy offers you personalized care with attention to your needs and abilities. If you are people-oriented and are willing to learn and study, Semiramis Beauty and Barbering Academy will help open the door to your future.

As a prospective student, you are encouraged to read this catalog prior to signing an enrollment agreement. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

MISSION STATEMENT

Our mission is to provide one-of-a-kind service and promote confidence and self-worth. Our goal is to change the way you think about beauty, to make it more pleasant and more productive.

Our prime vocational mission is to train and produce graduates with the necessary training to seek and find employment in the beauty industry. To maximize the development and personal growth to help each student discover his or her potential and eventually function as cosmetology or barber. The successful student should be able to function effectively in one of the many specialty areas such as: hair stylist, hair colorist, skin care specialist, makeup artist, or wax expert. The normal progression should move him or her to positions such as beauty salon expert, manager, salon owner or cosmetology instructor.

Semiramis strives to provide students who seek professionalism in the cosmetology and the barbering fields with the education to prepare them for employment. This includes:

- To prepare students with the knowledge and skills to pass the California State Board of Barbering and Cosmetology examinations.
- To train and graduate them to be effective Hairdressers, Hair Stylists, Color/Chemical Specialist, Salon Owner and Make-up Artist, Estheticians, Skin Care Specialist, Manicurists, and/or Pedicurist.
- To promote professionalism while providing a positive culture and environment for fun learning.
- To prepare students to be marketable in their field.
- To maintain an updated program and create a learning environment catering to various learning styles that provide students with the knowledge to complete their field of study

The daily training operation of Semiramis academy is under the instruction of qualified instructors who bring many years of valuable experiences within the beauty industry and believe in continuing their education to keep side to side with the vast changes in our industry.

Our instructors bring many years of administrative experience as well as technical knowledge to the program.

We have NOT entered into an articulation agreement with any other college or university.

OBJECTIVE

Our prime objective at Semiramis Beauty and Barbering College is to prepare our students to become successful members of the cosmetology profession and successfully pass the State Board Examination. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals

HISTORY

Semiramis Beauty and Barbering Academy was established in 2024. It is the goal of management to bring a positive service to the community. The methods of teaching will reflect all ethnic needs.

FACILITY

Semiramis Beauty and Barbering Academy is a modern structure with all necessary equipment and training aids. Student and patron comfort were considered when designing the school. All instruction takes place at this location 7209 Seville Ave. #2986-2988 Walnut Park, CA 90255. The location has excellent access to and from freeways and has more than ample parking. The facility has 3600 sq. ft. of space which includes 1 theory (class) room, a large clinic (client service) area with 25 workstations, 6 hair dryers, 8 shampoo bowls, 2 skin care beds and Manicure equipment, 1 staff offices, and 2 restrooms. Prospective students are encouraged to tour the facility and discuss personal goals prior to signing an enrollment agreement. There is a clinic area, an area where chemical services are performed, a manicure section, an esthetician section and a dryer area. The freshman classroom has its own laboratory and dryer area. The theory classroom is equipped with video and other visual aids. Semiramis Beauty and barbering Academy classes will be opened for enrollment on a monthly basis.

Our Institution DOES NOT offer dormitory facilities; we do, however, if requested, we help students find affordable housing in the nearby neighborhood; One Bedroom apartment rounds about \$1000.00/Mo; a three-bedroom home, is about \$2,600.00/Mo.

BANKRUPTCY STATEMENT

Semiramis Beauty and Barbering Academy does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NOT 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.)

STATEMENT OF NON-DISCRIMINATION

Semiramis Beauty and Barbering Academy does not discriminate on the basis of Race, Color, Religion, Sex, Age, Disability, Financial Status, or Ethnic Origin in its admissions, instruction or graduation policies.

We are a private Institution approved by the bureau and this approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

ADMINISTRATION

Semiramis Beauty and Barbering Academy is managed by Rosa Maria Bohon-Meza

Rosa Maria Bohon-Meza	School Director, CEO/CFO/COO
Nicanor Meza	Administrator
Virginia Hernandez	Academic Supervisor CAO

INSTRUCTORS

All instructors have advanced knowledge and experience in their field and understand the importance of both the theory and practical training necessary for a student to be successful in whichever program of study they are enrolled in. All instructors are licensed by the California Board of Barbering & Cosmetology.

Rosa Maria Bohon-Meza Director/Cosmetology/Esthetician/Manicuring Instructor

Has been in the Cosmetology and Barber field with more than 30 years of experience.

Virginia Hernandez Cosmetology/Esthetician/Manicuring Instructor, over 4 years of experience

Nelida --Salazar Barber Instructor/more than 3 years of experience

ADMISSION REQUIREMENTS FOR ALL PROGRAMS

Students are admitted under the following criteria:

The following are the requirement for admission to Semiramis Beauty and Barbering Academy:

- An applicant must be at least 18 years old. 17 years of age is acceptable if the student has a high school diploma or the equivalent. **No ability to benefit ATB students accepted.**
- Applicant must pay a \$100.00 non-refundable registration fee.
- Have a valid government issued Identification Card. (Driver's License from any state)
- Applicant must have a high school diploma or the equivalent (GED). This institution does not provide English language services. All foreign high school diplomas must be translated, evaluated, and certified as equivalent to a U.S. high school diploma by a third-party translation service (such as USCES, amongst others).
- A valid Social Security Card or ITIN
- Upon admittance, students must attend a mandatory orientation set forth by the administrative staff.
- Our Academy does not offer study abroad program and does not offer visa services or vouch student's status, or any associated charges.
- Applicants who immigrated to the United States who cannot provide an actual copy of a high school diploma, or its equivalent will have to obtain a GED.

TRANSFERRING TO SEMIRAMIS BEAUTY and BARBERING ACADEMY POLICY AND PROCEDURES

In addition to the above listed Admissions requirements, individuals wishing to transfer to Semiramis Beauty and Barbering Academy **must submit Proof of Training or Transcript with the completed Semiramis Beauty and Barbering Academy application.** Transferring students will be required to take an evaluation test to determine proper course placement and the number of hours that Semiramis Beauty and Barbering Academy will accept to transfer to the Academy. A new or supplemental student kit will need to be purchased if your supplies and/or equipment do not meet the required student kit contents for your program completion.

TRANSFER OF CREDITS APPLICANTS

In addition to the above listed Admissions requirements, individuals wishing to enroll into a program where previous training occurred while obtaining a California license, the Academy may accept credit and hours for previous training from another program as allowed by the California Board of Barbering and Cosmetology. The applicant must have a valid California Cosmetologist/Esthetician (Cosmetician)/ Barber/Manicurist license and submit a copy with the license with the completed Semiramis Beauty and Barbering Academy application.

DISCLOSURES:

Semiramis Beauty and Barbering Academy does not accept foreign students. (M-1 Visa students.)

Semiramis Beauty and Barbering Academy does not offer Title IV, Financial Aid at time.

Semiramis Beauty and Barbering Academy does not have Accreditation at this time.

WITHDRAWAL & RE-ENTRY POLICY

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the Director/Administration prior to being absent ten (10) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment.

The status of a student re-entering school is the same progress status as when she/he left. The student must pay a re-enrollment fee of \$150.00 which will be charged for written testing and supplies. The student is responsible for all supplies that were issued on the first day of class (books/kit/etc.). The student is required to have these items each day to be ready to complete all theory & practical assignments. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost.

All students who withdraw may re-enter into the program without the loss of clock hours provided it is within TWO (2) years from the date of withdrawal. All records for students are stored for six (6) years. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment. If re-enrollment is requested after six (6) months from the official withdrawal date, current tuition, fees and supply costs will be charged during the re-enrollment process.

OFFICE HOURS

Semiramis Beauty and Barbering Academy is open Monday through Saturday during the following hours:

Monday – Friday	8:30 AM – 2:30 PM
Saturday	9:00 AM – 2:00 PM

Semiramis Beauty and Barbering Academy offers the following class schedules:

Monday – Friday (morning shift)	8:30 AM – 2:30 PM
Monday – Friday (evening shift)	4:00 AM – 8:00 PM
Saturday for ALL students	9:00 AM – 2:00 PM

LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT

All programs are taught in English and Spanish.

Proficiency in English is based on public school's 10th grade reading comprehension standards.

CREDIT EVALUATION

If for some unforeseen reason a student must interrupt the course of study, the California Board of Barbering & Cosmetology (BBC) provides that the hours of applied effort accumulated will be valid forever from the date of withdrawal. Appropriate credit will be granted for prior training upon review and verification by Academy officials of its validity under the BBC Act and the Rules and Regulations. Occasionally, a student's acceptance by the Academy will depend entirely on an evaluation by the BBC.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Semiramis Beauty and Barbering Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 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 Semiramis Beauty and Barbering Academy to determine if your credits or diploma will transfer.

CLASS SCHEDULE

Each course has open enrollment. Since the courses are offered on an on-going basis, all prospective students may begin classes on the first Monday of every month. For specific information please contact the school administrator.

We offer day and evening programs at Semiramis Beauty and Barbering Academy. Your specific schedule will be developed during your meeting with the Admissions Administrator. Arrive at school 15 minutes before scheduled time on your first day to be clocked in and introduced to staff and students.

SCHOOL CALENDAR

Semiramis Beauty and Barbering Academy operates continuously throughout the year except for the following holidays:

New Year's Day (December 31 and January 1)	Labor Day
Memorial Day	Thanksgiving Day
July 4th	Christmas Day (December 24 and 25)

When deemed necessary, the school reserves the right to call for additional closure dates. The school will then extend the student's graduation date by the number of additional closure dates taken.

The school may schedule additional days off with proper notice to students and staff.

ORIENTATION

Orientation is required for all students, and it takes place prior to the first day of class. All enrolled students must attend orientation the Friday before the first day of the class. The staff member conducting the orientation will provide general information about the course along with the educational objectives of the course, school expectations, rules and regulations.

New students must have their catalog, note paper and pencil or pen for note taking.

GRADING

Students are graded regularly in theory, practical work, and attendance. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average for satisfactory academic status. A copy of the progress report is given to the student periodically. The grading system follows:

90% - 100%	A	Excellent
80% - 89%	B	Good
70% - 79%	C	Passing
Below 70%	D	Unsatisfactory

GRADUATION/DIPLOMA REQUIREMENTS

To graduate the student must meet all requirements for his/her program in accordance with our Satisfactory Academic Progress Policy and pass the final examinations (written exams), pay all required tuition and fees and complete required hours for the program. At that time, a graduating student will be presented with a diploma from Semiramis Beauty and Barbering Academy.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment.

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:

Morning	MAXIMUM TIME ALLOTTED		Evening	
COURSE	WEEKS	SCHEDULED HOURS	WEEKS	SCHEDULED HOURS
Cosmetology –1000 Hours	28.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM
Barbering – 1000 Hours	28.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM
Esthetician – 600 Hours	17.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM
Manicuring – 400 Hours	11.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM
For ALL schedules		Saturday 9:00 AM – 2:00 PM		Saturday 9:00 AM – 2:00 PM

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the following points of “scheduled” hours of completion:

Cosmetology 1000-hour programs – 450 and 900 hours of scheduled hours.

Barbering 1000-hour programs – 450 and 900 hours of scheduled hours.

Esthetician 600-hour programs – 300 and 600 hours of scheduled hours.

Manicuring 400-hour programs – 200 and 400 hours of scheduled hours.

*Transfer students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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 of the course.

ATTENDANCE PROGRESS EVALUATION

Students are required to attend a minimum of 70% 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 70% 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.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered per the following scale:

90% - 100%	A	Excellent
80% - 89%	B	Good
70% - 79%	C	Passing
Below 70%	D	Unsatisfactory

FACTORS TO BE EVALUATED

- Theory
- Practical Work

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 during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation. Students will be considered making Satisfactory Academic Progress.

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 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 for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the 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.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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.

NONCREDIT, 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.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

TUITION AND FEE SCHEDULE

Total charges are for both the entire educational programs and period of attendance.

FEES and CHARGES

	Barbering 1000 Hours	Cosmetology 1000 Hours	Esthetician 600 Hours	Manicuring 400 Hours
# of Weeks to Complete (morning shift)	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week
# of Weeks to Complete (evening shift)	40 Weeks/25Hours per week	40 Weeks/25 Hours per week	40 Weeks/25 Hours per week	40 Weeks/25 Hours per week
Tuition	\$7500.00	\$7500.00	\$4500.00	\$3000.00
Application Fee (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
STRF (non-refundable)	\$0.00	\$0.00	\$0.00	\$0.00
Books and Kit	\$800.00	\$1000.00	\$600.00	\$400.00
Hourly	\$7.50	\$7.50	\$7.50	\$7.50
TOTAL	\$8400.00	\$8600.00	\$5200.00	\$3500.00

FINANCIAL AID: (No financial aid is offered at this time: NO Title IV)

Financial Assistance: Payment Plans are accepted with a down payment. Monthly payments will be calculated according to the scheduled completion date of the enrollment agreement.

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

*Books & Kit – Please allow 2 weeks for the kit & supplies to be provided and it is **non-refundable** once the student receives the kit & supplies.

EXTRA INSTRUCTIONAL CHARGES

Semiramis Beauty and Barbering Academy will charge additional tuition for hours remaining after the enrollment agreement end date at the rate of \$7.50 per hour, payable in advance until graduation.

METHODS OF PAYMENT

School may arrange a mutually agreeable payment plan. Payments are acceptable by cash, check, credit card and or cashier check.

STUDENT TUITION RECOVERY FEE. (STRF)

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 repaid 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.

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 at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or 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.

REFUND POLICY – STUDENT’S RIGHT TO CANCEL

All refunds are based on scheduled hours.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due, the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. A student must notify the institution of his/her withdrawal in writing.
3. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

4. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
5. In types 2 and 3, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies:

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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.

Students who drop, withdraw, or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the students may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Determination of Withdrawal from School

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

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The college monitors attendance at least once in every fourteen (14) days.
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. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.

COURSE CANCELLATION

If a course is canceled after a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

SCHOOL CLOSURE

If the school closes after a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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

STUDENT SERVICES AND POLICIES

DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review, a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation or the last day of attendance. Transcripts are maintained forever. Students are not entitled to inspect the financial records of their parents. Written consent is required from a student or guardian before educational records, or any other information may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law.

PRIVACY POLICY

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Semiramis Beauty and Barbering Academy requires a release form be completed for each third-party request of information. Semiramis Beauty and Barbering Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and other school officials. The institution maintains a record of all release forms and requests for information.

ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to education and professional growth. The types of advice will vary according to each student's evaluation. Students' strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented. Referral to appropriate agency is available at the Academy Office.

PLACEMENT & EMPLOYMENT

Once a diploma has been awarded for Cosmetology or Barbering, the graduate must pass the California exam to receive the license to work in California. Once all requirements are met for your chosen field, Semiramis Beauty and Barbering Academy will assist you in securing employment. Although we cannot guarantee placement, we offer employment referrals and placement assistance upon graduation and at any time thereafter by posting requests from salons for graduates interested in employment. Training in preparation for employment is an integral part of our curriculum.

LIBRARY

There is an area with computers and internet access as well as reference books, videos to support the educational programs at Semiramis Beauty and Barbering Academy.

Students have access to our resources with the instructor's approval.

DRUG AND ALCOHOL ABUSE POLICY

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.

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.

ABUSE PREVENTION PROGRAMS

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug/Alcohol/Adult/Child Abuse and/or Domestic Violence Prevention may call or visit the individual/agency:

Southern California Alcohol & Drug Programs - Heritage House Village
405 South Rose Street Unit 102 Anaheim, CA 92805
(714) 999 - 5960

California Hispanic Commission Casa Elena
832 South Anaheim Blvd. Anaheim, CA 92805
(714) 772 - 5580 12

Adult Abuse Service 1-800-451-5155
Child Protective Services 1-800-442-4918
Domestic Violence Hotline (714) 992 - 1931

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and to the school director. Disciplinary action(s) including suspension through expulsion and referral to local law enforcement will take place if harassment and/or stalking is occurring or has happened. The accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding and both the accuser and the accused will be informed of the outcome of all disciplinary proceeding brought alleging a sex offense. A victim has the option to change her/his schedule after an alleged sex offense.

Harassment is any unwanted sexual attention, verbal or non-verbal or written, touching or innuendo by male or female. This includes stalking and other predatory behaviors. Stalking is defined as "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, non-consensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear." (from the National Institute of Justice) Stalking can be conducted in person or via electronic mechanisms (phone, fax, GPS, cameras, computer spyware, or the Internet). Cyberstalking—the use of technology to stalk victims—shares some characteristics with real-life stalking. It involves the pursuit, harassment, or contact of others in an unsolicited fashion initially via the Internet and e-mail.

LEAVE OF ABSENCE POLICY

Students may experience extended personal, medical, or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare or travel must do so in writing and signed and submit it in advance of the leave. Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e., an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences. There must be a reasonable expectation that the student will return from the LOA in order for a LOA to be approved. Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. The maximum allowed time on LOA cannot exceed 180-days.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be handwritten neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the **Academy Director, Mrs. Rosa Maria Bohon-Meza**.

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 obtain on the Bureau's internet website: www.bppe.ca.gov

TOOLS AND EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.

COURSES OF STUDY

Currently Semiramis Beauty and Barbering Academy is approved to offer Cosmetology for 1000 Clock Hours; Barbering for 1000 Clock Hours; Esthetician for 600 Clock Hours and Manicuring for 400 Clock Hours

Each course of study consists of the state mandated technical instructional and practical operations covering all practices constituting the art & science of Cosmetology or Barbering.

GAINFUL EMPLOYMENT DISCLOSURES

PROGRAM	COSMETOLOGY	BARBERING	ESTHETICAN	MANICURING
CIP Code + Level	12.0401-001	12.0402-001	120409-001	12.0410-001
RELATED OCCUPATIONS	39-5012 Hairdressers, Hairstylists, and Cosmetologists 39-5093 Shampooers 39-5091 Makeup Artists, Theatrical and Performance 39-5092 Manicurists and Pedicurists 39-5094 Skin Care Specialists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5012 Hairdressers, Hairstylists, and Cosmetologist and Barbers 39-5093 Shampooers 39-5094 Skin Care Specialists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5094 Skin Care Specialists 39-5091 Makeup Artists, Theatrical and Performance 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5092 Manicurists and Pedicurists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative

COSMETOLOGY 1000 CLOCK HOURS

COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, styling, coloring and chemical services, skin, and nail care.

Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, make-up artist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.
- Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color.
- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Cosmetology, 13th Edition - Milady Publishing Corporation
- 2021 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Cosmetology kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Cos. Act. Rules, and Regulations, Laws	20	
Cosmetology Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Disinfection and Sanitation	20	80
Infection Control/Biology	25	
Hair Styling	30	75

Permanent Waving	15	30
Chemical Straightening	15	30
Hair Cutting	20	100
Hair Coloring/Bleaching	60	100
Facials – Manual	15	25
Facials – Electrical	15	25
Chemical Facials	10	25
Eyebrow Arching and Hair Removal & Lash Beautification	25	25
Make-Up	15	25
Manicuring	5	10
Pedicuring	5	10
Artificial Nails, Wraps, and Acrylics	20	50
TOTAL HOURS:	370 THEORY	630 PRACTICAL

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (250 hours: depending on instructor's recommendations could be between 250 – 300 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
Below 70% -	D	Unsatisfactory

BARBERING 1000 CLOCK HOURS

BARBERING CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort including the following technical and operational requirements set forth by BBC, successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber. Clipper, shears and razor cuts for men & women, shaves, color and chemical services are taught and practiced.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management
- Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring
- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Professional Barbering, 5th Edition - Milady Publishing Corporation
- 2021 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Barbering kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Laws, Rules, and Regulations	20	
Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Hairstyling	30	125
Hair Cutting	20	175
Shaving	40	100
Microbiology/Infection Control	25	
Disinfection and Sanitation	20	80
Hair Waving and Straightening (chemical)	30	60
Hair Coloring, Tinting, and Bleaching	60	100
Men's Skin Analysis	10	
Men's Facials	10	40
TOTAL HOURS:	320 THEORY	680 PRACTICAL

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (250 hours: depending on instructor's recommendations could be between 250 – 300 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
70% - 74%	D	Unsatisfactory
Below 70%	F	Fail

ESTHETICIAN 600 CLOCK HOURS

ESTHETICIAN CURRICULUM DESCRIPTION

Completing 600 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of skin care which includes all skin care procedures.

Graduates, once licensed, can secure positions as a skin care specialist, spa technician, make-up artist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Esthetician licensure.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.
- Assimilation of knowledge in skin care, principles of electricity as they apply to all Skin care treatments.
- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Skin Care, 10th Edition - Milady Publishing Corporation
- 2024 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Esthetician kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Cos. Act. Rules, and Regulations, Laws	20	
Cosmetology Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Disinfection and Sanitation	20	100
Infection Control/Biology	25	
Facials – Manual	15	75
Facials – Electrical	15	75
Chemical Facials	10	50
Eyebrow Arching and Hair Removal &	25	50

Lash Beautification		
Make-Up	15	50
TOTAL HOURS:	200 THEORY	400 PRACTICAL

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (150 hours: depending on instructor's recommendations could be between 150 – 175 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
Below 70% -	D	Unsatisfactory

MANICURING 400 CLOCK HOURS

MANICURING CURRICULUM DESCRIPTION

Completing 400 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of manicuring which includes all related to nail care procedures.

Graduates, once licensed, can secure positions as a manicuring specialist and nail technician. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Manicuring licensure.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.
- Assimilation of knowledge in nail chemistry, principles of electricity as they apply to manicuring and principles of hand and feet skin composition care, nail.
- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Nail Care, 8th Edition - Milady Publishing Corporation
- 2024 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Manicuring kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Cos. Act. Rules, and Regulations, Laws	20	
Cosmetology Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Disinfection and Sanitation	20	100
Infection Control/Biology	25	
Manicuring	5	40
Pedicuring	5	20
Artificial Nails, Wraps, and Acrylics	20	100
TOTAL HOURS:	140 THEORY	260 PRACTICAL

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (80 hours: depending on instructor's recommendations could be between 80– 100 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
Below 70% -	D	Unsatisfactory

SCHOOL RULES AND REGULATIONS

The following set of rules and regulations have been designed to help ensure your success and define the areas of obligation to which both the student and staff must adhere. Any violation of the rules and regulations will result in disciplinary action, up to and including suspension, probation, and/or termination.

I. ATTENDANCE POLICY/TIMECARDS

- A. Regular attendance plays a vital role in the successful operation of the academy and the development of our students. It is an important aspect to maintain professionalism and customer service.
- B. Students must notify their instructor if they will be unable to attend for the day, or if the student will be tardy.
- C. Students are expected to attend all sessions of the program in which they are enrolled as per their class schedules. 75% of attendance is required.
- D. Under no circumstance shall a student clock in or out for another student.
- E. Students may not leave class without the permission of the instructor.
- F. No student is allowed to leave the building unless clocked out. Any student clocked in and is not present within the building may lose credit for the entire day and may be subject to disciplinary action at the discretion of the instructor or school director.
- G. Lunch breaks are 30 minutes when the student schedule exceeds 6 hours. Each student may get a 15-minute break after 2 hours, and a second 15 minute-break at the 6th hour of an 8-hour day.

II. DRESS CODE /UNIFORMS

- A. No student will be allowed to remain in school without the proper uniform.
- B. School uniform (black) must be worn at all times while clocked in.
- C. Additional clothing such as sweaters, sweatshirts, and jackets should be black, preferably. Clothing must be clean, pressed, black pants (no leggings) without any holes, and solid black shirts.
- D. Full-coverage shoes must be worn at all times.
- E. Lab coats must be worn at all times.

III. PERSONAL CONDUCT

- 1. Students must complete the required hours of their program and pass all tests before being allowed to work on paying clients.
- 2. Any student who refuses customer service will be sent home.
- 3. All services must be paid for according to the institution's prices and approved by an instructor prior to beginning the service.
- 4. School products used by students during personal services must be paid for in advance and approved by the instructor.

5. Students are responsible to return all equipment and materials to the school after all services.
6. Refer any unsatisfied client to an instructor to resolve the situation.
7. Eating, drinking and chewing gum in work areas and classrooms are not allowed.
8. SMOKING is prohibited anywhere in the building. Smoking is not allowed within 20 feet of a building entrance.
9. No alcohol or illegal drugs are allowed on campus. Any student under the influence of such substance must clock out and seek a safe ride home. Violation of this rule may result in a student being reported to local authorities.
10. Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and/or to the school director.
11. There is no personal phone calls allowed either while in class or working on a client.
12. No students are allowed behind the front desk unless they are assigned by the instructor.
13. Abusive, vulgar, profane language by a student is not allowed.
14. Tools, equipment and working areas must be clean and sanitary at all times.
15. Soiled towels are not to be left in the salon area.
16. Practice towels will be issued with kits and students are responsible for laundering and bringing towels to class. Towels are to be kept in a clean, covered container/bag.
17. The floor must be swept immediately after cutting hair.
18. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while in school.
19. All operations must be checked and signed by an instructor upon completion to receive credit.
20. It is the student's responsibility to replace kit items that are lost, stolen, or deficient.
21. Students' tools and equipment must be at the school and available to work on clients at all times.
22. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff.
23. All homework must be turned in on time for credit towards your grade.
24. Re-tests are to be done within three days at the discretion of the instructor.
25. The school is not responsible for any personal items, equipment, or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
26. A student cheating on assignments or on a test may be terminated at the discretion of the instructor or director.
27. Cell phone usage is not allowed while on the clock and it must be on vibrate mode.
28. Social media: You are welcome to "friend" Semiramis Beauty and Barbering Academy on Facebook and Instagram. Please do not post comments about or pictures of fellow students, instructors, clients or any others affiliated with Semiramis Beauty and Barbering Academy on your Social Media accounts without written permission.
29. Parking Lot Disclaimer: Semiramis Beauty and Barbering Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
30. No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

IV. DISCIPLINARY ACTION (Probation and Dismissal Policy)

Any violation will be addressed to the student, documented, and kept in the student file.

1. A student may be sent home(dismiss) and may lose credit for the entire day at the discretion of the instructor or school director.
2. A student may be dismissed and/or placed on probation for a length of time at the discretion of the instructor or school director.
3. A student may be terminated(dismiss) at the discretion of the school director. Rules and regulations are intended to prepare the student for the workforce, enable the student to grow and conduct themselves in a professional manner, successfully compete in the job market, maintain an active employment status, and meet deadlines that are necessary for every day's life tasks and responsibilities.

BARBER AND COSMETOLOGY BOARD LICENSURE PROCEDURE**CAREERS IN BEAUTY & BARBERING**

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, chemical services, skin care, make-up, manicuring, salon management, instructing and/or platform artistry. In choosing beauty or barbering as a career, you are assured of a rewarding, creative and innovative future by using your talents to reach and achieve your highest goals. If the student has reached 17 years of age and has at least a 10th grade education, he/she is eligible to apply for the California Board of Barbering and Cosmetology examination.

SALARIES

A beginning careerist in the personal services industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially.

PHYSICAL DEMANDS IN BEAUTY, BARBERING, and TEACHING

Although these professions are artistic and challenging careers in which one's talent can be nourished and expanded, it is attitude and desire which are most important for success. Dependability and ability to interpret a client's desires are most important and these traits should be emphasized.

A career in these fields requires physical demands that include:

- Standing for lengthy periods of time – Cosmetologists, Barbers, Cosmeticians, Teachers
- Walking throughout your workday
- Sitting for periods of time – Manicuring, Pedicuring, Facials
- Lifting supplies
- Bending – Shampooing, Facials, Pedicures
- Reaching for supplies
- Talking with clients
- Seeing, Reading & Comprehending written instructions, directions and observing clients

BACKGROUND CHECK

The Board of Barbering and Cosmetology requires a license for your chosen profession. After completing the required hours, passing the required exams, and paying all required costs and fees at Semiramis Beauty and Barbering Academy an application for the required examination, must be executed. Once you pass the state exam, you will receive your license to work in California in your chosen career.

ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL CATALOG PRIOR TO SIGNING THE ENROLLMENT AGREEMENT

I, _____, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

(Student's Signature)

(Instructor's Signature)

(Date)