



career  
academy  
of beauty

school catalog  
2018-2019

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Please see separate “Performance Fact Sheets” on each course for statistic on Graduation, passing and placement rates on our website at CAofB.com

This Catalog revision published 01/01/2018 and is valid until 12/31/2019

## accreditation

Career Academy of Beauty is reviewed and fully approved by the National Accrediting Commission of Career Arts & Science (NACCAS). We are accredited for training in Cosmetology, Esthetician, Manicuring and Teacher Training courses.

This accreditation allows our Institution to be approved by the Department of Education to offer federal financial aid programs to our students. Accreditation gives us additional recognition with state agencies. CAofB chooses to go through the accreditation process, as we are held to higher standards than solely being a state approved school.

CAofB is accredited by:



National Accrediting Commission of Career Arts & Science  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600      <http://naccas.org>

## approvals

CAofB is recognized as an eligible institution to participate in the Federal Financial Aid Programs by:

United States Department of Education  
400 Maryland Ave. SW  
Washington DC 20202

CAofB is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) in the state of California.

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 Postsecondary education at:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Dr Ste #400  
Sacramento, CA 95833  
(916) 431-6959  
<http://www.bppe.ca.gov>

CAofB is approved to offer Veterans Educational Benefits to all eligible participants.

<http://www.gibill.va.gov>

Approval documentation may be reviewed upon request with School Director.

All policies and information in this Catalog are subject to change.

## **courses offered**

COSMETOLOGY	CIP code #12.0401	CA Occ #39-5012	1600 clock hours
ESTHETICIAN	CIP code #12.0409	CA Occ #39-5094	600 clock hours
MANICURING	CIP code #12.0410	CA Occ #39-5092	400 clock hours
TEACHER TRAINING	CIP code #12.0413	CA Occ #25-1194	600 clock hours

Instruction is held on campus

\*Prospective enrollees are encouraged to visit our academy to receive a tour, discuss personal education goals and receive financial aid information prior to enrolling.

## **mission statement**

CAofB is committed to our students from the first day of enrollment to starting their professional career. We train our students on what it takes to be hireable and financially responsible for a more successful future.

Our goal is not only to prepare our students to pass the state board examination, but to also incorporate salon techniques, advanced procedures and the business skills needed for future salon success.

We strive to build confident students who adhere to professional ethics and maintain a positive attitude. Our objective is that all students will find the perfect job that suits their professional style and needs. We will support all of our graduates with job placement assistance to ensure a successful future.

## **code of ethics**

The CAofB core values are:

1. A passionate commitment to our students
2. Sensitivity to the occupational needs of community, state and nation
3. Striving for ongoing continuing education in the beauty profession
4. Integrity, honesty and fair relationships with students, customers, alumni, regulatory agencies, and community.
5. Truthful advertising and honest representations to students and clients
6. We will refrain from any criticism that reflects unfavorably on other schools and the beauty industry.
7. Not to recruit student or staff who is currently admitted or enrolled at another school offering a similar program of study.
8. Create a positive learning environment.
9. Have fun!

## **administration hours**

Business hours-

Mon- 10am to 4pm

Tues- 10am to 6:30pm

Wed- 10am to 6:30pm

Thurs- 10am to 6:30pm

Fri- 10am to 6:30pm

Sat- 9am to 4pm

## facilities

CAofB is located in a busy retail shopping center in Orange County on Valley View/Lampson St. in a 10,000 square foot modern facility. Our space has separate areas for Cosmetology students, Estheticians and Manicurist. We have four separate classrooms. There is a student break room and a large working clinic floor area with 60 stations for our senior cosmetology students and a separate clinic floor area for Estheticians. CAofB has an 800 sq ft beauty supply store fully stocked with popular professional name brands. We service a large clientele for students to practice on and develop their techniques. CAofB is constantly improving both the teaching curriculum and facilities to meet the criteria for the changing needs of our students to succeed in the beauty industry. Each theory room is equipped with a SmartBoard for PowerPoint, online computer media and visual instructional examples in each classroom. Cosmetology and Estheticians students will now receive a IPAD in their kit to be able to have access to teacher's class pages, study guides, theory notes and more.

## financial aid

CAofB participates in several State and Federal financial aid programs. Students may inquire to see if they qualify for any of the following:

- Federal PELL Grants,
- Federal Direct student loans
- Federal PLUS- parent can borrow money to help their dependents
- Industry Scholarships and other outside organizations
- Institutional Scholarships
- State Department of Rehabilitation
- VA: Veteran's Montgomery Bill & Post 9-11 bill & MYCAA for spouses

*Make an appointment with our on-site Financial Aid Office for personal assistance.*

*Please refer to Consumer Information section for detailed explanation on Federal Financial Aid Programs.*

## admission policy

Enrollment is open to career minded individuals who, in the opinion of CAofB, would benefit from training and be able to utilize skills for gainful employment. In order to be admitted, students must meet the following criteria:

1. A State or Government issued I.D. (driver's license, military I.D or passport)
2. Minimum of 16 years of age (required to be 17 when applying for license.)
3. Be a citizen or legal resident with valid Social Security number.
4. Student must meet minimum education requirements.
  - a) Have a valid high school diploma (or transcripts), or its equivalent
  - b) Have a state-issued credential for secondary school completion if home schooled.
  - c) Have a GED, we will need an official stamped transcript showing completion and passing.
  - d) Have a certificate of attainment (only applicable for non Title IV financial aid recipients) certified/verified by the high school's state or other recognized agency.
5. An Aptitude Entrance test may be required to be passed prior to enrolling if communication skills and/or written comprehension are in question during initial interview.

## enrollment/start days

Start Dates are typically scheduled for the second Tuesday of the month. Please consult CAofB for any updates and/or changes. Upon meeting admission requirements and completing an enrollment appointment with the Administration office (signing enrollment agreement/contract), the student may begin coursework on next available scheduled start date.

### COSMETOLOGY DAY CLASS & TEACHER TRAINING- Start Dates

DAY CLASS – Jan 9, 2018 / Feb 20, 2018 / Mar 13, 2018 / Apr 10, 2018 / May 8, 2018

June 19, 2018 / July 10, 2018 / Aug 14, 2018 / Sept 11, 2018 / Oct 9, 2018 / Nov 13, 2018 / Dec 11, 2018

Jan 8, 2019 / Feb 12, 2019 / Mar 12, 2019 / Apr 9, 2019 / May 14, 2019 / June 11, 2019 / July 9, 2019

### COSMETOLOGY NIGHT CLASS-Start Dates

Jan 16, 2018 / Feb 27, 2018 / March 13, 2018 / April 10, 2018 / May 8, 2018 / June 12, 2018 / July 10, 2018

July 31, 2018 / Sept 11, 2018 / Oct 9, 2018 / Nov 6, 2018 / Dec 11, 2018

### ESTHETICIAN DAY CLASS

Jan 9, 2018 / Feb 13, 2018 / Mar 13, 2018 / Apr 10, 2018 / May 8, 2018 / June 12, 2018 / July 10, 2018 /

Aug 14, 2018 / Sept 11, 2018 / Oct 9, 2018 / Nov 13, 2018 / Dec 11, 2018

Jan 8, 2019 / Feb 12, 2019 / Mar 12, 2019 / Apr 9, 2019 / May 14, 2019 / June 11, 2019 / July 9, 2019

### ESTHETICIAN NIGHT CLASS- Every other month

Jan 9, 2018 / Mar 13, 2018 / May 8, 2018 / July 10, 2018 / Sept 11, 2018 / Nov 13, 2018,

Jan 8, 2019 / Mar 12, 2019 / May 14, 2019 / July 9, 2019

### MANICURING-

Manicuring classes will start quarterly depending on interest. See Administration office for next scheduled start date.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to come in for a tour of our campus and review the School Performance Fact Sheet, which must be provided to you prior to signing the enrollment agreement.

## high school diploma

As an accredited school, all students are required to have completed 12<sup>th</sup> grade or it's equivalent in order to enroll in our school. We will need a copy of your high school diploma, transcripts or GED certificate. High schools accreditation must be approved by the Department of Education. CAofB policy states that if any diploma or certificate is in question than the school will have to verify the legitimacy of that document. If high school training was received out of country, transcripts or a copy of the actual diploma along with an English translation will be required. Please see Administration Office if you are a Immigrant with refuge status.

## english language

All of our classes are taught in English only. No other language is offered at this facility. Applicants will need to exhibit basic English skills and will be required to pass our industry admission exam prior to admittance if communication skills are lacking in our initial interview. CAofB does not offer English Language Service classes.

## **class size**

CAofB prefers to keep class sizes smaller. We achieve this by offering more frequent start dates, closely monitoring class sizes and communication with instructors. With a low student to staff ratio, we are able to provide more personal attention to our students. We may have a waiting list during our busiest enrollment period in the fall and the after the New Year.

## **holidays**

CAofB will be closed on the following days: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. We will respect other religious holidays. A grace period is included in student contract towards such absences.

## **graduation/credentials earned**

To graduate and receive your diploma and certificates for all courses at Career Academy of Beauty requires:

- \*Completion of a "Request to Graduate" school form
- \*Meeting minimum hours as per state/school requirements, as per contracted.
- \*Completion of all minimum required theory hours and operations
- \*Passing all theory exams with a minimum of 75%
- \*Passing a written final exam with a minimum score of 75%
- \*Passing a practical mock board final exam with outside model
- \*Payment of all fees and charges due, including any incurred overtime charges.

An "exit appointment" will be scheduled with the administration office to finalize your paperwork to graduate and notify state board you graduated. Student Diploma and State Board papers will not be issued if their account is not paid in full or any of the above criteria is not met.

A CAofB diploma will be awarded upon graduation along with other special certificates a student may have earned while attending school. Graduating students may pamper themselves with beauty services on this special day at Personal Service Prices. Friends and family may be invited for an informal procession and celebration on campus.

## **job placement/career counseling**

CAofB provides ongoing employment referrals to our graduates for life. Salons call us regularly asking for our graduates. We provide opportunities for salon owners, stylist and other licensed professionals to come in, teach advance classes, attend our school events, be special guest judges in our competitions so they can get to know our talented students and offer advice along with recruiting our students. Career counseling is done while in classes for business training, resume designing and with personal one on one training. Counseling is done as often as necessary to check on a student's progress and assess their personal goals.

Although our job list of prospective employers is extensive we cannot guarantee employment. Graduates are expected to make interview appointments with prospective employers. Those that are dedicated will have a high degree of success in the beauty industry. All graduates must pass the State exam and obtain a State License in order to work in a California licensed salon or spa

## externship program

We are excited to be able to offer this state approved training program to eligible senior students in our Cosmetology and Esthetician programs. The externship program allows students to attend one day a week in an actual salon or spa as a “free assistant” in place of one of their regularly scheduled school days. This program is a privilege and students can participate if they show responsibility, professionalism, and a “willing to learn” attitude and meet the states minimum hours guidelines. Being an extern is an option and we hope you take advantage of this opportunity.

### Types of employment by CAofB graduates

- \* hairdresser in salon
- \* platform artist
- \* beauty products rep
- \* make-up TV & screen
- \* salon management
- \* stylist for photo shots, weddings & runway
- \* color specialist
- \* industry educator
- \* salon/spa receptionist
- \* skin care specialist
- \* salon/spa owner
- \* manicurist and nail enhancement expert
- \* haircutting specialist
- \* salon/spa coordinator
- \* make-up artist
- \* waxing specialist
- \* extension expert

### california state board information

Pre-Application for Licensing: We provide pre-application services that allow students to send out applications for exams before finishing their coursework requirements. Typically, test dates will be within three weeks of graduation. Pre-application is offered to students with good attendance and grades. Pre-application is optional, as there is a slight additional fee, but it is encouraged in order to avoid long delays waiting for an exam date following graduation. If you transfer from another school or transfer from another state you cannot Pre-Apply.

#### California Licensing Requirements:

Our courses are designed to prepare you for working positions, which require licensing, by the State of California. The California State Consumer Affairs Department's Board of Barbering and Cosmetology requires that applicants be at least 17 years old at time of examination application and have a valid social security number. Certain prior felony or misdemeanor convictions are subject to delay and/or denial of licensing. Contact the Administration Office confidentially for more information.

#### State Board Licensing Exam Facility:

Upon graduation, students will be required to take a board state exam in Los Angeles in order to receive a license to work professionally in the state of California. Each applicant will be required to take and pass a practical and a multiple choice written exam. Student is responsible for State Board application fees and test kit fees. Upon successfully passing both the written and practical exam, a license will be issued on that day.



**tuition & fee schedule**  
**1/1/2018**

	<b>Enroll Fee (NR)</b>	<b>Kit (NR)</b>	<b>Extras (NR)</b>	<b>Tuition (R)</b>	<b>Total</b>	<b>Hourly &amp; Make up</b>
<b>Cosmetology</b>	<b>\$125</b>	<b>\$1495</b>	<b>\$1775</b>	<b>\$17,600</b>	<b>\$ 20,995</b>	<b>\$11.00/hr</b>
<b>Esthetician</b>	<b>\$125</b>	<b>\$ 985</b>	<b>\$ 960</b>	<b>\$ 8,700</b>	<b>\$ 10,770</b>	<b>\$14.50/hr</b>
<b>Manicuring</b>	<b>\$125</b>	<b>\$ 950</b>		<b>\$ 2,500</b>	<b>\$ 3,577</b>	<b>\$ 6.25/hr</b>
<b>Teacher Train</b>	<b>\$125</b>	<b>\$ 350</b>	<b>\$ 500</b>	<b>\$ 3,504</b>	<b>\$ 4,481</b>	<b>\$ 5.84/hr</b>

(NR: non-refundable)      (R: refundable)

Extras-For Cosmetology includes complete hair extension kit, Sassoon ABC Cutting Methods Textbook, Workbook & DVD's, Sassoon Coloring Methods textbook, workbook & DVD. Nuts & Bolts Business program and Apple IPAD

Extras-For Esthetician includes the Nuts and Bolts Business program, Milady textbook online access and an Apple IPAD

Manicuring kit includes Professional OPI Professional kit and Gel Nail kit.

Cosmetology & Manicuring kit include textbooks and workbooks. See course list for kit itemization

Esthetician kit includes a workbook with EBook for online textbook access.

**Method of payment**- Payment plans are available from CAofB.

**Federal Student Financial Aid** - available to those that qualify to cover educational expenses. Federal aid may be in the form of grants (no repayment) and loans (must be repaid). We encourage all students to look into Financial Aid programs to assist with the cost of school. CAofB does counsel students from borrowing excessive loan funds unless it is necessary in order to help limit loan debt. All Financial Aid received will go toward paying education cost first. If there is an account balance after all Financial Aid is received then students are require to make monthly payments on that balance while attending school. Charges and payments are posted in payment periods. The Enrollment Fee, Kit and extras are all posted in the first payment period. Please see "consumer information" for detailed Financial Aid information and make an appointment with our Financial Aid office for more assistance, We are here to help.

**Institutional Scholarships**: Scholarships may be offered periodically. Institutional scholarships are offered for a specific time period and are based on either income level or may be a limited promotion. All students who enroll at that time are eligible to apply. Required schedule may apply.

**Other incidental charges**-

State board fees Cosmetology	\$134.00	optional Kit exam fee	\$125.00
Esthetician	\$124.00	optional Kit exam fee	\$125.00
Manicuring	\$119.00	optional Kit exam fee	\$125.00

Schedule changes \$25.00 ( 2<sup>nd</sup> request) N.S.F fee \$25.00 Transfer Fee \$50.00

Transcripts \$25.00 Accident Insurance \$20.00

CAofB accepts payments of cash, checks or cashiers checks. Credit cards accepted from student using their own card (card must be present) or parent signed authorization. MasterCard, Visa, Discover and American express

NOTE: Approximately 4% of our graduates have excessive absences missing more than the allowed 10% of their enrollment time and don't make up the time. This will incur overtime charges (\$100-\$900 on average) in addition to the above standard school prices. Students with good attendance never incur additional charges.

## uniform/appearance

All students are required to be in uniform while in attendance at the school. The uniform consist of a CAofB T-Shirt (provided in kit) along with your own professional style black pants or skirts (no jeans). You will need closed toe/heel shoes in black or white or red (no hard sole boots or slippers). CAofB badge will be worn at all times. CAofB sweatshirts are provided in your kit incase you get cold. Feel free to Accessorize with CAofB colors. Hair and Make-up is expected to be done prior to coming in. Tattoos are fine but please cover offensive tattoos.

## S.T.R.F.

### **Student Tuition Recovery Fund (STRF):**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: (fees assessed after Jan 1, 2015 are zero)

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay third party

You are not eligible for protection from the STRF and you are not required to pay the STRF Assessment, if either of the following applies:

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

This money is collected by this Institution and paid upon your behalf as required by the BPPE.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents whom were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of school.
3. The school's failure to pay or reimburse loan proceeds under a federal guaranteed student loan programs as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the bureau
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayers identification number

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

The transferability of credits you earn at Career Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your chosen program is also at the complete discretion of the institution to which you may seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Career Academy of Beauty to determine if your diploma or hours will transfer.

## **transfer of credit evaluation**

California: Prior hours will be granted to students with training from a licensed Cosmetology schools in California with proper documentation. We reserve to right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement. We cannot grant hours after you start school. Transfer students cannot Pre-Apply to State Board.

Out of State/Country: All prior training & experience must be evaluated by the Board of California Cosmetology & Barbering Department to obtain credit. CAofB reserves the right to determine the amount of credit we will accept upon state evaluation. Transfer student's cannot Pre-Apply to State Board.

CAofB does not have an articulation or transfer agreement with any other college or institute. Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, transfer fee, kit and extras, tuition based on hours needed and hourly rate. (refer to tuition & fee schedule)

Veteran student will need to have prior education evaluated and transcripts requested to assure that training that was previously received is not duplicated when attending CAofB. (affects benefits)

## **attendance policy**

Student time: Students will have their hours recorded by clocking in daily with electronic scanning. All students must clock in and out for the day including lunch breaks. Students will receive credit for any task, operations, services, test and projects completed after each action is verified by the instructor. Student must apply effort while in school.

### Absences:

10% grace period has been added to student contract for any absences or tardiness. Absences must be called in daily to Instructor office. One week without contacting the Academy will be subject to withdraw. If a student is absent more than their allowed 10% of time the will be charged "overage" Make-up time may be granted but must be approved by administration and is best to make up time in the same month.

Student will be automatically withdrawn on 14<sup>th</sup> day of absence if an approved leave of absence is not on file. Any missed course work or tests must be made up during regular school hours according to Instructor syllabus.

Tardiness: All tardiness will be closely monitored; Morning student's theory begins promptly at 8:30am. You are expected to be here on time. Our doors open at 8:00am so arrive early. Students later than 8:37am cannot clock in until the following day.

If a student needs to leave early they must get permission from their instructor. Clocked hours lost due to leaving early will be counted toward 10% of allowed absences.

### Grace Period

There is an automatic 10% grace period built into student contract to allow for absences or missed hours no matter the reason. The grace period gives the student adequate time to complete school. This total time is considered "normal time" to graduate.

Tuition Overage: Students that miss more than 10% of their enrollment time and have not graduated by their final "contract date" on the enrollment agreement will be charged at an hourly rate for the time they still need to graduate after the contract date. CAofB encourages all students to maintain better than 90% attendance and never go over their contract date. Federal Financial Aid cannot be used to pay for overage charges. All charges must be paid 2 weeks prior to graduating.

## refund policy

**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.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund (based on scheduled hours) of **all** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

An Enrollment fee of **\$125.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for the enrollment fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

**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 <b>Financial Aid Office in writing</b> of your intent to withdraw (by Postmark date or when delivered in person). Only the Financial Aid 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 and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the the determination of withdrawal will be the earlier of the date the student notifies the institution he/she will not be returning from the leave of absence or the scheduled date of return from the leave of absence..

Unofficial withdraws for clock hour students are determined by the school through monitoring clocked hour attendance at least every 30 days

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**Student Tuition Recovery Fund:** If you are not a resident of California, you are not eligible for protection under any recovery from the Student Tuition Recovery Fund, nor is the student entitled to a refund if a third-party payer pays their tuition. The student is responsible for paying the state an assessment amount for the Student Tuition Recovery fund. THIS FEE IS NON-REFUNDABLE.

**Refunds:** If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution. If the student receives Federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds (based on a federal Pro-Rata refund calculation)

**Course Cancellation:** If a course is canceled or the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes after a student enrolls and instruction has begun, the school will provide a Pro-Rata refund on the tuition.

**Non-Acceptance-** If a student is not accepted for enrollment for any reason, prior to the first day of class, the student will receive a full refund of any money received.

**Late Fees:** Payments are due on the 1<sup>st</sup> of every month unless noted otherwise. Late fees of \$15.00 per month or 1.5% will be assessed to any payment made after the 10<sup>th</sup> of each month. Unpaid accounts are sent to an outside collection agency and CAofB will charge \$25.00 to process the collection.

**Withdraw calculations** are based on "Pro-Rata" refund calculation. This means the student account will be charged for how many scheduled hours you should have been in school for.

**NSF Checks:** Checks returned due to insufficient funds are subject to a \$25.00 fee.

**Note:** Academic transcripts will not be released until tuition and all charges are paid in full.

## student loans

If a student obtains student loans, the student will have to repay the full amount of the loan plus interest, less the amount of any refund (if applicable). If the student withdraws but has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program fund. (based on exact federal pro-rata refund calculation) Student must still pay back any loan balance they have after they withdraw. Students have the right to reject any student loans or financial aid that they may have applied for at anytime. If a student chooses to reject their Financial Aid they will have to make payment arrangements on their own with the school for any tuition/kit balances not paid. These balances must be paid prior to graduating.

## schedule options

**COSMETOLOGY:** Typically Starts 2<sup>nd</sup> Tuesday of every month. Mon thru Fri *or* Tue thru Sat

<b>Full-Time</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>P/T - Nights</b>
8:30-5pm	Tues- Fri nights	8:30am-2:30pm	Tuesday – Friday
40 hours a week	5-10pm	30 hours a week	5-10pm
10 1/2 months	After Freshmen	14 1/2months	20 hours a week
	8:30-5pm Sat		22 months or
	12 months		15 ¾ months with Saturdays

**ESTHETICIAN:** Typically Starts 2<sup>nd</sup> Tuesday of every 6-8 weeks – Mon thru Fri *or* Tue-Sat schedule

<b>Full-Time</b>	<b>Part-Time</b>	<b>Nights</b>
8:30am-5pm	8:30am-2:30pm	5pm-10pm
40 hours a wk	30 hours a wk	20 hours a wk
Up to: 18 weeks	Up to: 22 weeks	up to : 33 weeks

**MANICURING:** Starts Quarterly – Mon thru Fri *or* Tue thru Sat

<b>Full-Time</b>	<b>Part-Time</b>	<b>No evenings</b>
Please call Administration for updated schedule options.		

The “weeks or months” of time posted are an estimate based on actual attendance plus 10% absence period of time you can miss.

**You can graduate 10% faster if you have perfect attendance. A great Goal!**

**Teacher Training schedules can be full or part-time or vary with prior approval.**

## leave of absence policy

Students may request an extended period of time off school for emergency reasons only, reasons such as medical, hospitalization, death in the family or childcare problems. Leaves must be a minimum of one week up and must be requested in writing and approved prior to starting time off. Student may request two leaves during enrollment and both leaves cannot exceed 180 calendar days. Documentation may be required. Students will return from a leave with grades and progress status at time of leaving; however, student must make up missed exams and classes. Contract dates will be extended for time missed during approved leave. Federal student loans will not be disbursed while student is on leave of absence. Students failing to return to school on scheduled return date will be automatically terminated on that date (if you are withdrawn, student loan grace period will revert to the last day of attendance).



## **satisfactory academic progress policy**

It is required that all students maintain Satisfactory Academic and Attendance (SAP) regardless of enrollment status or financial aid programs student is receiving. Students must meet both the minimum attendance and academic grade requirements to be considered as, "making 'Satisfactory Progress."

### **ATTENDANCE**

**ALL STUDENTS ARE EXPECTED TO HAVE 90% ATTENDANCE EVERY MONTH.**

That means not missing more than 10% of your time or about 2 absences a month.

**FULL-TIME 40 HOURS=160 hours a month - You should attend no less than 144 hours**

**PART-TIME 30 HOURS=120 hours a month - You should attend no less than 108 hours**

**PART-TIME 20 HOURS= 80 hours a month - You should attend no less than 72 hours**

### **PART ONE-SATISFACTORY ATTENDANCE:**

Although we would like to see students keep their attendance at 90% this may not always be possible. You must attend a minimum 75% of your scheduled class time according to your contract (enrollment agreement) to remain eligible for Financial Aid programs and to be considered to be making satisfactory progress. This is way below the recommended 90% attendance but will still allow you to keep receiving Federal Financial Aid. If your absences are affecting our ability to teach you the required curriculum than counseling may determine that your continued attendance is not in the best interest of CAofB and you may be terminated. If you do miss more than your 10% of the time you will be charged additional tuition (overage)

### **SCHEDULE HOURS**

(per month)

Full-Time 160 hours

Part-Time 120 hours

Part-Time 80 hours

### **MINIMUM 75% ATTENDANCE**

Must have

120 Hours a month minimum

90 Hours a month minimum

60 Hours a month minimum

### **PART TWO - ACADEMICS-**

The student must maintain a minimum 'C' average grade of 75% in order to be maintaining Satisfactory Academic Progress. This grade is an accumulated average of all practical and written test scores up to date of the scheduled evaluation. Grade Scale is as follows;

A- Excellent ---Theory and Practical grades averaged --95-100%

B- Good -----Theory and Practical grades averaged --86- 94%

C- Average ----Theory and Practical grades averaged --75- 85%

F- Failing- -----Theory and Practical grades averaged --Below 75% (Unsatisfactory Progress)

**SAP EVALUATIONS:** Student’s academic and attendance is monitored to assure the student is maintaining Satisfactory Progress. All students will be evaluated to make sure that minimum grades and attendance is being met based on payment periods. Results are posted on your grade sheets and available for review anytime. You will be evaluated when you are scheduled to reach the following hours.

	<b>1<sup>st</sup> period</b>	<b>2<sup>nd</sup> period</b>	<b>3<sup>rd</sup> Period</b>
	<b><u>Hours</u></b>	<b><u>Hours</u></b>	<b><u>Hours</u></b>
Cosmetology	450	900	1250
Esthetician	300	600	
Manicuring	200	400	
Teacher Training	300	600	

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Students that meet the minimum requirements for SAP are considered to be making Satisfactory Progress until next evaluation period. Evaluation results are available for review at anytime. A copy of the results will be provided to the student.

**WARNING PERIOD:** Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given period will be placed on a ‘SAP warning status’ until the next following evaluation period. Financial Aid students will still remain eligible to receive financial aid during the warning period but must improve their attendance and/or grades during this period in order to keep future financial aid eligibility.

**LOSS OF FINANCIAL AID:** Students who do not improve to minimum SAP standards of both grades and attendance during the warning period will lose eligibility for Title IV, HEA program funds (grants & loans) for next payment period. If the student is allowed to continue school, the student is responsible for paying the unpaid portion of tuition and fees and any expected tuition overage of contract fees. If payment arrangements cannot be met then the student will be withdrawn.

**REINSTATEMENT OF AID:** A student that has lost eligibility during one period may regain eligibility for the next payment period if student shows they have met the minimum SAP standard.

Financial aid eligibility for funds will be reinstated to the student.

**Absences during Sassoon Training-** Cosmetology students are discouraged from missing time during the Sassoon cutting classes due to the curriculum that is built on each daily lesson. Students that miss more than 3 days of the training may be held back or put on an academic Leave of Absence until the cutting segment is taught again in the classroom.

**Non-Credit Training:** Students taking non-credit hours such as ‘brush up’ ‘advanced training’ or taking do not fall under the SAP policy or have a contract date.

**Leave of Absence:** Students taking a leave of absence will have their contract end date and maximum timeframe extended for the exact amount of days on the LOA. Students returning from an authorized leave of absence will be returned to the academic progress status the held prior to the start of the leave of absence. Refer to the Leave of Absence Policy in the Handbook.

**Maximum Time Frame for Completion:** Students must complete their course within a maximum time frame of 133 % of scheduled program length of the course as stated in the contract (enrollment agreement).

**Transfer hours-** That have been accepted 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 at CAofB.

**Withdraws-** SAP no longer applies to course incompletions. Students re-enrolling within 6 months will be placed back on same SAP status.

**Reentry:** Student re-enrollment is under the discretion of the Academy. CAofB will consider accepting prior hours depending on how long a student has been out of school. Partial credit may be given if hours are over a year old.



## faculty/staff qualifications

### **Cari Eisele – Director-CFO**

Cosmetology Licensed 1983  
6 years Salon Experience  
Instructor Licensed 1989  
8 years Teaching Experience  
30 years Administration & Director Experience  
NAB Team Leader

### **Dayna Pattison- Educational Director**

Bachelor of Vocational Education- Cal State Long Beach  
Clear Designated Ryan Teaching Credential  
Lifetime Community College Teaching Credential  
Cosmetology License  
5 years salon experience  
30 years Cosmetology School Experience  
NAB Team Leader/Sassoon Certified Instructor

### **Joyce Park - Financial Aid Officer**

6 years Administration/Financial Aid Experience  
Bachelor of Arts Degree  
Certified Financial Aid Officer

### **Kelley Wiley – Administration**

12 years School Experience  
17 years Office Administration Experience

### **Coral Trujillo - Career Consultant**

24 years Licensed Hairdresser  
10 years Administration Experience  
10 years Beauty Supply / Retail Manager  
Formal & Wedding Hair Specialist  
Active Beauty Industry Advocate  
NAB Team Leader

### **Michelle Cappo – Job Placement/Admin Assistant**

Career Academy of Beauty Graduate – Cosmetology  
4 years Administration Experience  
NAB Team Leader

### **Cyndee Meseraull – Cosmetology Instructor**

Cosmetology License  
15 years Salon Experience  
15 years Teaching Experience  
Sassoon Cutting & Coloring certified  
Toni & Guy Haircutting Instructor Training  
NAB Team Leader

**Tina Nguyen** - *Cosmetology Instructor*

Cosmetology License  
20 years Salon Experience  
16 years Teaching Experience  
Designated Clear Ryan Teaching Credential  
Sassoon Cut & Coloring certified  
NAB Team Leader

**Sonia Serna Flores**- *Cosmetology Instructor*

Cosmetology License 7 years  
Instructor Training Certificate (600 hours)  
5 years teaching experience  
Salon owner  
Color specialist  
Sassoon Cut & Coloring certified

**Lola Strohsack**- *Cosmetology Theory Instructor-Evenings*

Cosmetology Licensed 13 years  
Instructor Training certificate (600 hours)  
13 Years Salon Experience  
Advanced Color specialist  
Sassoon Cut & Coloring certified  
NAB Team Leader

**Trang Nguyen**- *Cosmetology Instructor-Evening*

Cosmetology License 5 years  
Instructor Training certificate (600 hours)  
5 years salon and makeup experience  
2 year teaching experience  
Sassoon Cutting & coloring certified  
Wella Color certified  
NAM Team Leader

**Mandy Morlet**- *Cosmetology Instructor-Evenings*

Cosmetology licensed  
5 years salon experience  
Instructor Training Certificate (600 hours)  
Wella color certified  
Sassoon Cutting & Coloring certified.  
NAB Team Leader

**Pedro Blakesly**-*Cosmetology Instructor, evenings*

Cosmetology Licensed 1997  
Instructor Training certificate (600 hours)  
3 years Teaching experience  
18 years salon experience  
Hair extension specialist  
Sassoon cutting & coloring certified  
NAB Team Leader

**Cristina Aguirre** - *Esthetician Instructor*

Esthetician License 1998  
8 years Salon and Spa Experience  
8 years teaching experience  
Salon Owner  
Advanced Dermal Institute training  
Waxing Specialist  
NAB Team Leader

**Christinam Tran-Nguyen** - *Esthetician Instructor -Afternoon & Evenings*

Cosmetology Licensed 1986  
Instructor Training Certificate (600 hours)  
7 years Esthetician Instructor Experience  
19 years Salon Experience  
Salon & Beauty Supply Owner  
Advanced Dermal Institute Training  
NAB Team Leader

**Lisa Kalangie**- *Esthetician Instructor*

Esthetician License 4 years  
3 years salon experience  
2 years teaching experience  
Advance Dermal Institute training  
BA in Liberal arts and sciences  
NAB Team Leader

**Guest services- Michelle Cappo, Jessica Enriquez, Michelle Parsons, Nathalie Espejo**  
**Guest services, Inventory & Stock- Juana Diaz**

## california minimum course requirement & curriculums

### **Cosmetology Course.**

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin

#### **1100 Hours of Technical Instruction and Practical Training in Hair Dressing**

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, Blow-dry styling, Flat Iron, Curling, waving with hot irons. Braiding, Hair Extensions, Up-do's and wedding styles, pin curling, comb-outs. Runway hair.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide relaxers, curl perms, japanese Straighteners, Keratin Smoothing Treatments (Brazilian Blowout).

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers, tint touchups, foil weaves, color corrections, funky bright colors, customized color.

Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting for men and women. You will learn a variety of shaping and texturizing techniques, Modern & Advanced cutting techniques.

#### **200 Hours of Technical Instruction in Health and Safety**

Laws and Regulations (20 Hours of Technical Instruction)

Health and Safety Considerations (45 Hours of Technical Instruction)

Disinfection and Sanitation (20 Hours of Technical Instruction)

Anatomy and Physiology (15 Hours of Technical Instruction)

#### **200 Hours of Technical Instruction and Practical Training in Esthetics**

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities electrical apparatus; Chemical Facials include chemical skin peels, packs, masks and scrubs. Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

#### **100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicures**

Manicuring and Pedicures (10 hours Technical Instruction and 25 Practical Operations):

The subject of Manicuring and Pedicures shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

## **Artificial Nails (25 hours Technical Instruction and 120 (nails) Practical Operations)**

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and repairs

### **Additional Training:**

CAofB training goes beyond just State Board training. Included in the Cosmetology course is Nuts & Bolts Business training, resume making, retailing experience, 5 star customer service, Portfolio training to include professional photo shoots and runway hair, student competitions and opportunities to help with community service to give back to our community. Constitution Day.

This curriculum may be updated as the State mandates or as CAofB see necessary to keep up with current trends in the industry. There are always fun and exciting new things going on in the beauty industry!

### **Kit-**

Cosmetology Kit includes, but is not limited to:

Carrying case	Manicuring kit
Scissors & thinning shears	Mannequin heads & holder
Brushes and combs	Rollers/Perm Rods
Blow dryer/curling irons/Flat iron	Extension kit & Remy Hair
Tint supplies	CAofB T-Shirts/Sweatshirts

Pivot Point Textbook ISBN-978-1-937964-81-8 plus online learning access

Workbook ISBN-978-1-937964-82-5

Study Guide ISBN-978-1-937964-83-2

Nuts & Bolts Business program- Workbooks and DVD's

## **Esthetician Course**

The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person. Technical instruction and practical training shall include the following hours:

### **350 Hours of Technical Instruction and Practical Training in Facials**

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks.

European facial, Back Facials, Microdermabrasion, Hydra Facial, Four Layer Facial, Anti Aging facial/LED

Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes such as steamers, Galvanic and High Frequency currents, LED light Therapy.

Chemical Facials include chemical skin peels, packs, masks and scrubs. Such as, Murad Glycolics, Dermalogica Multi Vitamin Peel, Enzyme Peels, Vitamin C Peels, Pumpkin Peel enzymes.

### **Preparation (15 hours of Technical Instruction)**

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

### **200 Hours of Technical Instruction in Health and Safety**

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

- Laws and Regulations (10 hours of Technical Instruction):
- Health and Safety Considerations (40 hours of Technical Instruction)
- Disinfection and Sanitation (10 hours of Technical Instruction):
- Anatomy and Physiology (15 Hours of Technical Instruction):

### **50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up**

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

- Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):  
The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, tweezing, waxing hair analysis.  
Waxing-to include legs, face, underarms, bikini.
- Make-up (20 hours of Technical Instruction and 40 Practical Operations):  
The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

### **Additional Training**

CAofB training in Esthetics is advanced and fast paced. You will not only learn the basics for State Board but you will learn many modern techniques to be competitive in the working industry. The course includes Nut & Bolts business training, resume making, retailing, 5 star customer service, portfolio training, advanced facial procedures. Community service opportunities and Constitution Day. This curriculum may be updated as the State mandates or Current trends change.

### **Kit-**

- Esthetician kit includes, but is not limited to:
- TZ rolling storage and makeup case
- Dermologica Professional skin care products
- Professional makeup kit
- Makeup brushes
- Lashes
- Tweezers
- sponges/pads
- CAofB T-shirts/sweatshirts

Milady- Textbook ISBN 978-1-337-07496-4  
Nuts & Bolts Business program- Workbooks and DVD's

## **Manicuring Course**

The curriculum consists of four hundred (400) clock hours of technical instruction and practical operations. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

The Barbering and Cosmetology Act and the Board's Rules and Regulations. (10)

Cosmetology Chemistry related to manicuring practices. (10)

Health and Safety/Hazardous Substances (Shall include training in chemicals, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) (15)

Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer)

Bacteriology, anatomy and physiology (10)

Water and oil manicures, including hand and arm massage (15) (40 practical)

Includes polishing and nail art

Complete pedicure, including foot and ankle massage (10) (20 practical).

Acrylic: Liquid and powder brush-ons (15) (80 practical)

Gel nails

Nail tips (10) (60 practical)

Nail wraps and repairs (5) (40 practical)

Students will participate in Constitution Day in September and have the opportunity to be involved in community service events.

Student kit consists of OPI professional kit (acrylic supplies and nail polish with nail tools and wet goods. Gel nail kit and Text book with Study guide in rolling metal case

Milady Textbook ISBN-978-1-4354-9768-9

Workbook ISBN 978-4354-9764-1

## **Teacher Training**

The curriculum consists of 600 hours of technical and practical instruction. There is no state mandate or state exam for this course. This CAofB customize course includes Theory class instruction, practical training, lessons on how to supervise students, oversee clinic floor procedures, write lesson plans, teach theory, power point and live demonstrations. How to give test and review student progress. Prerequisite: current state license in cosmetology, esthetician or manicuring

Milady Master Educator Text ISBN-978-4283-2151-9

## **withdraw policy**

Student may withdraw at anytime. We request a withdrawal in writing stating current address, phone, reason why student is leaving and signature with a date. The date of this letter will be determined as the determination date. The last date of attendance will be the last date of physical attendance student received any clock hours. Student must clear out lockers or stations immediately. A Refund Calculation will be performed and student will receive a copy by mail no later than 45 days from receiving withdrawal notification. Any refunds are required to be paid within 45 days according to Federal and State Law. If the refund calculation determines the student owes a balance at time of withdraw, an invoice will be sent requiring immediate payment. Transcripts will be held until remaining tuition balances are paid. Please refer to your enrollment agreement (contract) for all refund policies.

## **probation/dismissal policy**

CAofB has specific attendance, grade, and rules and regulations that must be adhered to. Students can be terminated for failing to honor the school regulations and expectations. CAofB reserves the right to dismiss students that are not representing CAofB in a professional manner and/or fail to promote a professional, positive education environment and behavior in classrooms. Probations can be issued for all of the above if we feel the student has the ability to improve and succeed in the Beauty Industry. If the student fails to come off probation or is terminated, standard refund calculations will be performed based on school determination date of dismissal. Please refer to Withdraw Policy, Satisfactory Progress Policy, Student Handbook and withdraw policy as stated above.

## **record retention**

This institution shall maintain all records, transcript, academic and financial aid records of students for five years after last date of attendance. After 5 years we will only have a transcript of hours available. To request transcripts: complete a request form with required fee and submit to the school directly. Students must have a zero balance on their account (no money owed) to receive transcripts.

## **counseling**

Personal assistance is available to students. Each student is assigned a member of the faculty who shall serve as the student's advisor. Confidential referrals are given to students for a variety of subjects, which include: substance abuse, drug prevention, social services and employment services

## **non-discrimination policy**

CAofB does not discriminate on the basis of race, color, ethnic origin, sex, age, religion, handicap, disability or sexual orientation. We do not discriminate against a person's financial status in its admissions, staffing, instruction and or graduation policies.



## disabilities act

CAofB complies with section 504 of the Rehabilitation Act of 1973 and the Disabilities Act of 1990. Applicants who are persons with disabilities may apply for admittance to a program. The school will work with the applicant to determine whether reasonable accommodations can be effective and or available and can satisfy all the State requirements to obtain a license in the state of California. A learning disability such as dyslexia can also be considered.

Please notify the school Director in writing the type of accommodation needed and the extent of the disability. Please include any medical test/evaluations. The school will respond to you within 2 weeks.

## other useful information

Orientation: All students will receive an orientation on their first day and receive a student handbook with a course outline. An overview of student handbook, including school rules & regulations and school policies will be discussed. Kits will be issued on the first day of class. Your teacher will give a class syllabus to you on your first day. Get ready to “embrace change” and have fun

Student Conduct: All students are expected to behave in a professional manner respecting all other students, staff and customers. A positive attitude is a must. The academy will terminate students if their conduct is unacceptable or if their continued attendance is not in the best interest of the academy. This includes but is not limited to, appropriate treatment of fellow students, staff, clients, property, Internet and other media privileges. Please see student handbook for specifics.

This catalog information is valid from 01/01/2018 to 12/31/2019

We do not provide residential housing. We are located in a residential neighborhood that consists of mostly family homes and some apartment complexes in North Orange County. Approx. rent in our neighborhood starts at \$500/month and up to rent a room.

The institution has no responsibility to find or assist a student in finding housing.

Vaccination Policy- CAofB does not mandate vaccinations as part of its enrollment requirements. We do encourage all students to stay current on all State and Federal recommended vaccinations including Tetanus. Policy on copyright infringement and unauthorized distribution of copyright materials. CAofB policy is to enforce the State and Federal laws which prohibits any person from re-using copy righted material such as photo copying copyrighted material, redistributing information, peer to peer file sharing and the prohibited use of the institution’s information technology systems for those activities. Students that are caught may be terminated from the CAofB and face criminal penalties as the law states.

Emergency response & evacuations- Our facility is single story with 2 exits in the front and the back. If in case of an emergency the Supervisor will evaluate the situation and determine what action needs to be taken. If evacuation of the facility is advised, students need to calmly follow emergency exit signs. Fire extinguishers are in each classroom and clearly visible along with backup Flashlights.

We will call 9-1-1, Fire department or Garden Grove police Department if needed.

All students will participate in classes on Constitution Day.

Students attending Career Academy of Beauty are considered students and not employees. All students will be doing clients (practical procedures) as required by the California State Board of Cosmetology for practice/experience. You will not be paid for services performed while attending as a student.

All Students over the age of 18 are encouraged to register to vote. See Administration for an application or go to <http://www.rockthevote.com>

CAofB does not have any pending petitions for bankruptcy, is not operating as a debtor in possession, has never filed a petition for bankruptcy. Nor has it ever had a petition filed against it.

CAofB does not offer G.E.D. classes but recommends students to get a G.E.D. if they do not have a High School Diploma or Proficiency certificate. Please see our administration office for a list of locations that we can refer you to for tutoring, classes and assistance with taking the exam.

### **grievance policy**

It is the policy of Career Academy of Beauty to provide a system for the filing of complaints, which includes an appeal process to review decisions. This complete procedure is located in the Student Handbook given to students the first day of school. Any interested party may submit their complaints in writing to school director and include name, complete address, social security number, telephone number, details of the complaint and request of resolution. The school director shall respond to the complaint within ten working days of receipt of the written complaint and either schedule a meeting time or will respond in writing depending on the nature of the complaint. If the school director arranges a meeting, the director shall document the meeting and provide a copy to the complainant. If resolution requires investigation and takes longer than ten working days, the school Director shall respond with an interim reply. The complainant is required to resolve problems through the school's complaint process as stated above before seeking further action. If the complainant wishes to pursue the matter further, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (<http://www.bppe.ca.gov>).

### **drug abuse prevention policy**

CAofB strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff and instructors. Any individual association with CAofB who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call "2-1-1" Or call the National drug treatment hotline 1-855-378-4735. Additional information available in our Financial Aid/Federal disclosure catalog.

### **disclosure of educational records (FERPA)**

Adult students and parents/guardians of dependant minors have the right to inspect, review and challenge information contained in student educational records. However a staff member must be present. Education records are defined as files, materials, and documents, which contain information directly, related to a student and are maintained by the institution. CAofB will keep these records for 5 years from the last date of attendance. After this period, all records are destroyed. Students are not entitled to inspect the financial records of their parents in financial aid files. Written consent from the student and/or parents is required before education records may be disclosed to third parties with the exception of the accrediting commissions or governmental agencies so authorized by law.

## physical demand summary

### **Cosmetology**

Involves standing, working constantly with hands from the waist to chest level & frequently about shoulder level. Items lifted such as a blow dryer, curling iron with a maximum weight is 3 pounds. Constant standing can irritate lower back trouble; however, Most salons will provide special chairs or stools to use while performing these tasks to reduce the stress caused there. Standing time is appx. 45 minutes per client with the ability to sit between processing or customer appointments. Repetitive wrist, hand movement & finger dexterity are necessary for the detailed rolling of a perm & cutting or styling of hair.

### **Manicuring**

Involves constant sitting, working constantly with hands from waist to chest level. Repetitive motion of shoulders, arms & hands is necessary to give a massage or file artificial nails. Sitting is usually one hour per client with the ability to move about between clients. Good eyesight is necessary for the detail work required in nail care.

### **Esthetician**

Involves some standing with arms & hands at waist to chest level while applying make up or waxing. Constant sitting is necessary while performing actual skincare massage & treatments usually lasting 45 minutes with breaks in between appointments. Finger dexterity & wrists used in massage combining with shoulder movement.

### **Working Conditions**

Generally you will work in clean pleasant surroundings. Your salon should have good lighting and ventilation. Prolonged exposure to some hair & nail chemicals might affect ones health & cause irritation. OSHA laws provide salons to have MSDS sheets that provide chemical safety & health information of products/chemicals used. Good health & stamina are essential to hand a busy day. Employers will expect you to be able to meet the physical demands along with having a positive attitude, good people skills, acceptable appearance & terrific technical skills.

## v.a.w.a. & crimes on campus

### **Introduction and Definitions**

Career Academy of Beauty (CAofB) Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence, makes the following statement of policy, as required under the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. CAofB does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking.

This statement of policy informs the community of CAofB's comprehensive plan with respect to sexual misconduct, including educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus.

CAofB prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, as defined by federal law, applicable local law, and CAofB policy, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the CAofB community. The full policy and student training is provided during our first day orientation. Title IX coordinator is Cari Eisele.

See our Crimes on campus statistics in this Catalog.

**Campus security act disclosure statement– Clery Act  
CAofB**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution. Our property consist of our building space at 12471 Valley View St. and the parking area in the front of our entrance. No other property is owned or controlled by the school or by student organizations. Public Property would be the other side of the shopping center perimeter walls such as the public street or city sidewalks. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/014 and 12/31/16

Actual crime	On Campus			Public property		
	2014	2015	2016	2014	2015	2016
Criminal Homicide						
A) Murder and non-negligent manslaughter	0	0	0	0	0	0
B) Negligent manslaughter	0	0	0	0	0	0
Sex Offenses						
A) Forcible sex offenses-rape	0	0	0	0	0	0
B) Non forcible sex offenses-fondling	0	0	0	0	0	0
C) Incest	0	0	0	0	0	0
D) Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Petty theft	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor law violations						
A) Arrest for liquor law violations, drug law violations, and illegal weapons possession.	0	0	0	0	0	0
B) Persons not included in (A) of this section, who were referred for campus disciplinary action for liquor law violations, drug violations, and illegal weapons possessions	0	0	0	0	0	0
Hate crimes						
A) Murder or Manslaughter						
A) Larceny theft	0	0	0	0	0	0
B) Simple assault	0	0	0	0	0	0
C) Intimidation	0	0	0	0	0	0
D) Destruction, damage or vandalism of property	0	0	0	0	0	0
E) Sex Offenses-Rape, fondling, Incest, Statutory rape	0	0	0	0	0	0
F) Robbery	0	0	0	0	0	0
G) Motor vehicle theft	0	0	0	0	0	0
H) Arson	0	0	0	0	0	0
I) Burglary						
V.A.W.A Crimes						
A) Domestic Violence	0	0	0	0	0	0
B) Dating Violence	0	0	0	0	0	0
C) Stalking	0	0	0	0	0	0

**\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary. 1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry- no force are counted. 2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official. This can be the Administrator or your instructor/coach and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. All students and employees are required to report any crime or emergency to their institutional Director promptly. If a student or employee wishes to report a crime that they were involved in or witnessed, on a voluntary or confidential basis, the Director, Cari Eisele, will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the Director to report criminal actions or emergencies to the appropriate agency by calling (911). CaofB will provide the student or employee with written explanation of the student's or employee's rights and options.
3. Only students & employees and other parties having business with this institution should be on institutional property. Any student entering the premises must have their badge on at all times. All visitors, clients or maintenance personnel must check in at the front desk and identify their purpose of visit or the person to be visited. Any maintenance personnel such as air conditioning repair or exterminators will be announced to the director before given permission to be in the facility. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each classroom and bathroom to see that it is empty prior to getting ready to lock up. We set the alarms then lock down the campus at the end of each day. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement and professional counseling are as follows:
  - A) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - B) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
  - C) The institution does not have pastoral or professional counselors on staff. We encourage victims to seek outside counseling, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary basis for inclusion in the annual disclosure of the crime statistics.
5. Students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.

- d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving
  - f. The Crime Awareness and Campus Security Act Report is available online at CAofB.com for all prospective student's, current student's staff and the public. Hard copy is available in the administration office. All current students will be given in class, an updated crimes on campus report annually in September.
  - g. The school will review the safety, VAWA and crime prevention information to students during new student orientation and once a year in September for all staff and current students. Additional copies are available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. All incidents shall be recorded in the Crime Incident Log in the staff office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
7. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
8. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
9. See the Director Cari Eisele or Dayna Pattison for Information concerning drug and alcohol abuse education programs and outside counseling and support. This information is distributed annually to students and staff.
10. Sexual assaults (criminal offences) on campus will be reported immediately to the Director, who will report it to (911) emergency and police units. CAofB will follow its VAWA (Violence against Women Act) policies and procedures. V.A.W.A policy is not limited to women, it covers all crimes against any student or employee, male students, Gender Identity, National origin, etc. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. It is important to preserve all possible evidence for future conviction of the assailant. This institution has zero tolerance and prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. Any violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

**Definitions –**

**Domestic Violence** means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. A family or household members are spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing together or have in the past resided together in the same single dwelling unit. Domestic Violence includes:

- a. *Physical Abuse* – Pushing, slapping, kicking, choking, and beating,
- b. *Emotional/Verbal Abuse* – verbal intimidation, credible threats, following and stalking, acting out in anger, and
- c. *Sexual Abuse or Battery* – Any unwanted touching or forcing of someone to engage in a sexual act against his or her will.

**Dating Violence** – is violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

- a. A dating relationship must have existed within the past 6 months,
- b. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties,
- c. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship, and
- d. The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

**Sexual Violence** – sexual violence is one incident a *Sexual Battery*

1) As used in this chapter:

- (a) "Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.
- (b) "Mentally defective" means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.
- (c) "Mentally incapacitated" means temporarily incapable of appraising or controlling a person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.
- (d) "Offender" means a person accused of a sexual offense in violation of a provision of this chapter.
- (e) "Physically helpless" means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.
- (f) "Retaliation" includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.
- (g) "Serious personal injury" means great bodily harm or pain, permanent disability, or permanent disfigurement.
- (h) "Sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.
- (i) "Victim" means a person who has been the object of a sexual offense.
- (j) "Physically incapacitated" means bodily impaired or handicapped and substantially limited in ability to resist or flee.
- (k) A Lewd or Lascivious Act committed upon or in the presence of a person younger than 16 years of age.
- (l) Luring or enticing a child
- (m) Sexual Performance by a Child

**Stalking** – occurs when a person willfully, maliciously, and repeatedly follows, harass, or cyber stalks another person. Aggravated stalking occurs when that person makes a credible threat to that person through stalking. Also, to place under surveillance with the intent to kill, injure, harass or intimidate another person.

**Consent-**

*Consent* is when someone agrees, gives permission, or says "yes" to sexual activity with other persons. *Consent* is always freely given.

11. CAofB offers regularly schedule educational program to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic and dating violence and stalking along with tips to keep everyone safe. The VAWA policy will be discussed to all new students during first day orientation and annually in September. CAofB prohibits all crimes including dating and domestic violence, sexual assault and stalking. Please refer to the Student Handbook for the VAWA policy for definitions of terms related to crimes, consent, bystander intervention, prevention and awareness, risk reduction. Please follow the VAWA policy on the procedure if you are a

victim of alleged dating or domestic violence, sexual assault, or stalking. Although the school does not have professionally trained counselors to assist or offer you with mental health or other counseling such as victim advocacy, legal assistance, visa or immigration assistance, the Director can assist you in seeking professional help in person or in writing. Please refer to the O.C. district attorneys office for sexual assault prevention programs and victims services (714) 834-4317. Or call the rape crisis center 24 hour hotline 1-866-935-4783

12. Campus Sexual Assault Victims' bill of rights The United States Congress enacted the "Campus Sexual Assault Victims Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires afford sexual assault victims certain basic rights such as:

- \*Accuser and the accused must have the same opportunity to have others present.
- \*Both parties shall be informed of their options to notify law enforcement
- \*Survivors shall be informed of their options to notify law enforcement
- \*Survivors shall be notified of counseling services
- \*Both the accuser and the accused have the right to be advised of the outcome of any institutional disciplinary proceedings brought alleging a sex offense or other crime. The school will notify you, but you may also make a request in writing to Cari Eisele in Administration.. If the victim is deceased then the next of kin shall be treated as the victim if they choose.

13. Bystander intervention includes recognizing situations of potential harm, recognize if a crime is being committed, If safe you can approach and help the victim, take action and intervene, if the situation is unsafe call the police or 911 and enlist the help of others around you.

14. Risk reduction is provided so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence. CAofB continues to monitor the facility and parking area to assure that lighting and space is free of any threats or potential unsafe areas.

#### **Responding to Sexual Violence, Stalking, or Dating or Domestic Violence**

CAofB strongly encourages individuals to report incidents of sexual misconduct to the Title IX Coordinator. All CAofB employees are obligated to report sexual misconduct of which they become aware to a Title IX Coordinator, unless they have a recognized confidentiality privilege. Whether or not a survivor decides to report an incident to the police, the survivor is encouraged to immediately seek medical treatment and access counseling resources. CAofB has procedures in place that are sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, which include informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services (victim advocacy, legal assistance, visa and immigration assistance, etc.), and additional remedies to prevent contact between a complainant and an accused party, such as, academic, and working accommodations, if reasonably available.

#### **Medical Attention**

It is important to seek immediate and follow-up medical attention to assess and treat any physical injuries, determine the risk of sexually transmitted diseases or pregnancy, and gather evidence that could aid criminal prosecution. Even if a survivor has not been physically hurt, the medical examination (associated with reported sexual violence) is strongly recommended to maintain all legal options. After the evidence is collected, it can be stored in case criminal charges are pressed at some later date.

It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Survivors of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to CAofB investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse



orders related to the incident more difficult. If a survivor chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement to preserve evidence in the event that the survivor changes her/his mind at a later date.

### **Reporting Incidents to CAofB**

CAofB strongly encourages individuals to report incidents of sexual misconduct to the Title IX Coordinator, Cari Eisele. An incident report will be filled out and the coordinator can offer counseling and facilitate support resources.

### **Notifying the police**

The survivor has the right to choose whether to file a police report. Notifying the Police is a separate and distinct process from notifying the school and Title IX coordinator. The Police can assist in reviewing options and identifying and facilitating support resources that include: medical attention; legal procedures (including no contact or restraining orders). Timely reporting to the police is an important factor in successful investigation and prosecution of sexual violence cases.

Reporting sexual violence to the police will assist in gaining information that may lead to the arrest of an offender or aid in the investigation of other incidents. The investigation and prosecution, or discipline, of the offender may help prevent future incidents. Reporting the incident does not mean a sexual violence survivor is obligated to take the offender to court (i.e., prosecute). In addition to, or instead of, possible criminal prosecution, a survivor may also choose to pursue a complaint through applicable CAofB procedures. Although CAofB strongly encourages all members of its community to report violations of this policy to law enforcement, it is the survivor's choice whether or not to make such a report and survivors have the right to decline involvement with the police.

### **CAofB Procedures for Investigating and Resolving a Complaint**

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. Please report domestic violence, dating violence, sexual assault, or stalking promptly to the Title IX Coordinator, Cari Eisele-12471 Valley View St, Garden Grove, Ca, 92845 (714) 897-3010 x106

The trained Title IX coordinator handles investigation and resolution of complaints against students or staff under this policy. Consultation with the appropriate offices will investigate and work to resolve the matter.

Whether or not criminal charges are filed, the school or a person may file a complaint under the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence. Reports of all domestic violence, dating violence, sexual assault and stalking made to CAofB will automatically be reported to the Title IX Coordinator regardless of whether the complainant chooses to pursue criminal charges.

CAofB disciplinary process will include a prompt, fair, and impartial investigation and resolution by the Title IX coordinator and the board of directors. All parties involved along with witnesses will be interviewed. Procedures in cases of alleged domestic violence, dating violence, sexual assault, and stalking provide that:

1. The accuser and the accused individual each have the opportunity to make statements to the Title IX coordinator their account of the incident.
2. The accuser and the accused individual each have the opportunity to be accompanied by an advisor of their choice at any stage of the process and to be accompanied by that advisor at any meeting. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting.
3. A decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused individual violated CAofB policy?"

4. The accuser and the accused will be notified simultaneously in writing within 30 days of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and they will also be made aware when such results become final. Disciplinary action could be a change of schedule, suspension or termination from school.

#### **Confidentiality**

CAofB will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the best of its ability. All reports and information concerning conduct that is inconsistent with this policy will be handled discreetly, with facts made available to those who need to know to respond, investigate, and/or resolve the matter.

When a complainant does not consent to the disclosure of his or her name or other identifiable information of the alleged perpetrator, CAofB's ability to respond to the complaint may be limited. In cases when a complainant requests anonymity or does not wish to proceed with an investigation, the Title IX Coordinator will determine whether CAofB has an obligation to proceed with the investigation against the complainant's wishes based on concern for the safety or well-being of all the students and staff at CAofB. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. CAofB does not publish the name of crime victims.

#### **Protective Measures and Sanctions**

Regardless of whether a survivor chooses to report a crime to CAofB or local law enforcement, the Title IX Coordinator, will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, safe-space zones, adjustment of course schedules, a leave of absence. These remedies may be applied to one, both, or multiple parties involved. Violations of these directives and/or protective measures will constitute violations that may lead to disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by CAofB.

Written notice of these accommodations will be issued.

In all cases, investigations that result in a finding that, more likely than not, a violation of the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence occurred will lead to the initiation of disciplinary procedures against the accused individual. Disciplinary sanctions that may be imposed for violations of the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence include, but are not limited to written warnings, loss of privileges, mandatory training or counseling, probation, suspension, expulsion, for a staff member or student. And, termination of employment of a staff member. Sexual assault, domestic violence, dating violence, and stalking are criminal acts, which also may subject the perpetrator to criminal and civil penalties under federal and state law.

A student or employee who reports to the Title IX Coordinator that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options.

Any person who obtains an order of protection is encouraged to provide a copy to Cari Eisele, Title IX coordinator at 12471 Valley View St, Garden Grove, Ca, 92845

**Resources for Survivors of Domestic Violence, Dating Violence, Sexual Assault & Stalking Confidential Advice and Counseling Services**

The following resources are available to discuss incidents and issues related to sexual misconduct on a confidential basis. These confidential sources can advise individuals about resources, services, and options available both on- and off-campus. Because of the confidential nature of the relationship, disclosing information to or seeking advice from a confidential counselor does not constitute reporting an incident to CAofB and therefore will not result in any formal response or intervention by CAofB.

**National Domestic Violence Hotline:** 800-799-SAFE

**RAINN** (Rape, Abuse, and Incest National Network):

(800) 656-HOPE: online hotline <http://www.rainn.org>

**Garden Grove Police Department- (714) 741-5704**

**CAofB Title IX Coordinator- Cari Eisele -714-897-3010 x106- In Administration office**

The following website provides sex offenders information in our <http://maganslaw.ca.gov>

15. Arrest and referral for disciplinary action may occur for violations in regards to weapons (carrying or possessing), Drug abuse violations and liquor law violations.

16. Missing student policy: If a student does not attend school for 3 days without contacting the academy then the school will attempt to make contact with them or their families. CAofB will advise the direct family to file a missing person report with the police department.

17. The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

18. This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies. CaofB will assist the victim if they choose.

**Emergency Evacuation-** All students should familiarize with the evacuation procedures posted on the bulletin boards places around the school. In the student break room, by the second time clock and in the theory rooms.

In the case of an emergency the school will notify students by text or verbally in the building at the time. All staff is familiar with the CaofB emergency plan and can assist students to assure their safety.

This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's CEO	Cari Eisele
Title	Director
School Name	<b>Career Academy of Beauty</b>
Street address	12471 Valley View St.
City, State Zip	Garden Grove, Ca, 92845
Phone No.	(714) 897-3010

**Policy for preparing the annual disclosures of crime statistics.**

The Disclosure of Crime Statistics report is done by the institution's director. We contact the Garden Grove Police Department District for statistics and refer the institution's Daily Incident Log annually. The results of the statistical report for the year are updated on the Campus Security Act Disclosure form. Annual reports are updated by October 1 of each year. The crimes on campus report is available online at CAofB.com. Crimes on campus records are available to the public in the administration office without inclusion of personally identifying information about the victim.

*This Catalog/Policies are subject to change at anytime and may be revised as necessary.*

*We thank you for considering our school for your professional training. We are excited to share your passion and look forward to assisting you in any way to meet your beauty industry career goals.*

Dayna Pattison, Diane Kendall & Cari Eisele  
Career Academy of Beauty Owners