

School Catalog

January 1, 2019 to December 31, 2019



706 E 1st Street Los Angeles, CA 90012 · (213) 253 9999 · www.kcbeautyacademy.com
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APPROVAL DISCLOSURE STATEMENT

KC Beauty Academy, 706 E.1st St. Los Angeles, CA 90012 (where training is provided) is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The following programs are approved:

Cosmetology	1600 hours
Barbering	1500 hours
Esthetician	600 hours
Manicuring	400 hours
Barber to Cosmetology Crossover	300 hours
Cosmetology to Barber Crossover	200 hours

HISTORY AND OWNERSHIP

Yuko T. Koach, who has been a Licensed Cosmetology and Union 706 member for over 10 years, founded KC Beauty Academy in September 2014. KC Beauty Academy is proud to be family owned, and is committed to providing students with the support and motivation needed to prepare aspiring artist to become licensed professionals.

What makes KC Beauty Academy a truly unique institution is its location and commitment to fostering a diverse environment. Nestled in downtown Los Angeles, one of the most ethnically diverse cities in the world, not only do we pride ourselves on our diverse student body but also we positively encourage the freedom of self-expression. As such, we encourage all our students to attain real world, pragmatic skills, that will prepare them for their creative careers.

BANKRUPTCY DISCLOSURE

KC Beauty Academy does not have a pending petition in bankruptcy, and is not operating as debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

FACILITIES

KC Beauty Academy campus, is located in Downtown Los Angeles and occupies 3,597 square feet in a facility located at 706 E 1st Street Los Angeles, CA 90012.

Classrooms are equipped with TV/DVD, visual aids and/or other instructional resources, which are for the use of students. The students purchase a practical kit consisting with all equipment necessary to complete their chosen course of study before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. The school assumes no responsibility or liability for lost or stolen personal item. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

The academy is divided into reception area, office, dispensary, theory and practical classrooms, student clinic, student lounge, and library. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicure tables and tools, lockers (note: students provide their own locks), facial tables, steamers, wax pots, microdermabrasion machine, magnifying lamps, and other current modalities to perform on demand services and other equipment are furnished for the benefit of students. The institution furnishes all equipment as mandated by the Board of Barbering of Cosmetology Article 6. Section 904 as listed below:

The minimum equipment for a school of cosmetology shall be as follows:

(1) Electrical equipment for giving instruction in skin care and electrical facials.

NOTE: Equipment shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.

- | | |
|--|----|
| (2) Mannequins, with full head of hair | 10 |
| (3) Time clocks or time scanner | 1 |
| (4) Shampoo bowls | 5 |
| (5) Dryers | 6 |
| (6) Facial chairs or facial couches | 2 |
| (7) Manicure stations | 6 |
| (8) Thermal hair straighteners | |
| (A) Non-electric comb | 3 |
| (B) Stove (for non-electric combs) | 1 |
| (C) Electric curling iron | 1 |
| (D) Non-electric curling iron (at least two sizes) | 3 |
| (E) Stove (for non-electric curling irons) | 1 |
| (9) Hairstyling or barber chairs | 15 |

The minimum equipment for a school of barbering shall be as follows:

- | | |
|---|---|
| (1) Mannequins, with full head of hair | 7 |
| (2) Time clock or time scanner | 1 |
| (3) Shampoo bowls | 3 |
| (4) Dryers | 4 |
| (5) Hairstyling or barber chairs | 8 |
| (6) Electric curling iron | 1 |
| (7) Non-electric comb | 1 |
| (8) Non-electric curling irons (at least two sizes) | 2 |
| (9) Stove (for non-electric combs) | 1 |
| (10) Towel steamer | 1 |

WHEEL CHAIR ACCESSIBLE

The campus is wheel chair accessible. Students with needs are advised to meet with the Admissions Advisor to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective student's individual needs.

MISSION STATEMENT & EDUCATIONAL OBJECTIVES

The mission of the KC Beauty Academy is to offer student the training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination. Successful students will be able to work effectively in the beauty industry. In order to achieve this objective the Academy does the following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of beauty industry related career and subjects, with emphasis on salon techniques current up to date trends.
3. teaches the value of professionalism and business skills in beauty industry related career path, including high standards of workmanship and personal conduct, which will enable the student to acquire employment in an entry level position and be an asset to the salon or spa of his/her choice.
4. Conducts its business in an ethical and educational atmosphere that is credit to the beauty industry related career path.

APPROVALS & ACCREDITATION

APPROVAL

1. KC Beauty Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and division 7.5 of Title 5 of the California Code of Regulations www.bppe.ca.gov Phone (916) 431-6959 Fax (916) 236-1897
2. State of California Board of Barbering and Cosmetology. P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 574-7574 www.barbercosmo.ca.gov
3. KC Beauty Academy is a Student and Exchange Visitor Program (SEVP)-certified school eligible to enroll M-1 students in the United States.

ACCREDITATION

4. National Accrediting Commission of Career Arts & Sciences (NACCAS).
3015 Colvin Street, Alexandria, VA, 22314
Phone (703) 600-7600 Fax (703) 379-2200

KC BEAUTY ACADEMY OFFERS THE FOLLOWING PROGRAMS

COURSE	SOC CODE	CIP CODE	CLOCK HOURS	MONTHS	WEEKS	AWARD	CURRENTLY NOT ENROLLING **	LANGUAGE OF INSTRUCTION
Cosmetology Full Time	39-5012	12.0401	1600	10	40	Diploma		English
Cosmetology Part Time	39.5012	12.0401	1600	18	71	Diploma		English
Barbering Full Time	39.5011	12.0402	1500	12	46	Diploma		English
Esthetician Full Time	39.5094	12.0409	600	5	20	Diploma		English
Esthetician Part Time	39.5094	12.0409	600	7	27	Diploma		English
Manicuring	39.5092	12.0410	400	*	*	Diploma	**	English
Barber to Cosmetology Crossover	39.5012	12.0402	300	*	*	Diploma	**	English
Cosmetology to Barber Crossover	39.5012	12.0401	200	*	*	Diploma	**	English

**currently not enrolling

THE DEPARTMENT OF LABOR SOC/O* NET CODES FOR OUR PROGRAMS THAT LEAD TO CAREERS:

Cosmetology	39.5012.00	Esthetician (Skin Care)	39.5094.00
Barbering	39.5011.00	Manicuring	39.5092.00

Entry-level positions for our graduates include Hairstylist, Barber, Hair Colorist, Makeup Artist, Skin Care Specialist, Manicurist, Pedicurist, Nail Artist, and Vocational Education (with a minimum of 3 years of salon/shop experience and education).

STATEMENT OF NON-DISCRIMINATION

KC Beauty Academy does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, ethnic origin, national origin, or on any other basis prohibited by federal or state law, in employment or in its educational programs.

This policy applies to hiring of all positions and admissions of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Schools Admissions Advisor is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the program.

ADMINISTRATION BUSINESS HOURS

Monday - Saturday	10:00 am – 7:00 pm
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CLASS SCHEDULES/ SCHOOL HOURS

Cosmetology - 22.5 hours/week

Monday, Thursday	1:00 pm – 4:00 pm
Tuesday, Wednesday, Friday	10:00 am – 4:00 pm

Cosmetology – 40 hours/week

Tuesday - Saturday	10:00 am – 7:00 pm
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Barbering - 32.5 hours/ week

Monday - Friday	10:00 am – 5:00 pm
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Esthetician - 22.5 hours/week

Monday, Thursday	10:00 am – 1:00 pm
Tuesday, Wednesday, Friday	10:00 am – 4:00 pm

Esthetician - 30 hours/week

Monday – Thursday	10:00 am – 5:00 pm
Friday	10:00 am – 2:30 pm

Manicuring (Currently not Enrolling)

Schedule N/A

Barber to Cosmetology Crossover

Cosmetology to Barber Crossover

The crossover programs are incorporated into the current Cosmetology/Barbering Classes Scheduled based on the required hours needed. For additional Information regarding the Crossover programs, schedule an appointment with the Schools Admissions Advisor.

CLASS START DATES

KC Beauty Academy offers class start dates on the first Monday of every month for all programs. If a holiday falls on the first Monday of the month, the class start date will be the Tuesday following the first Monday of the month.

SCHOOL HOLIDAYS

2019 Tentative Schedule

New Year	January 1, 2019
Martin Luther King Jr. Day	January 21, 2019
President's Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veteran's Day	November 11, 2019
Thanksgiving	November 28 – 29, 2019
Christmas Day	December 25, 2019
New Year's Eve	December 31, 2019

*all dates subject to change

Holidays of all religious beliefs are respected and allowed. If the school must close for emergencies or other unexpected reasons, students will be notified by phone, e-mail and/or a notice posted on the front door explaining the reason for closure and the date of re-opening.

ADMISSIONS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing the enrollment agreement. Prospective students can obtain a copy of this catalog electronically at www.kcbeautyacaemy.com

ADMISSIONS POLICY

The following are the requirements and procedures for admission to KC Beauty Academy.

1. Applicants to KC Beauty Academy must attend an initial personal interview, which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. All applicants must complete an application for admission (prospective student questionnaire)
3. All applicants are given a tour of the campus before enrolling.
4. Provide valid Proof of High School Education. This includes a copy of high school diploma, high school transcript, or GED.
5. All applicant must complete financial arrangements prior to admission. If applicable, financial aid application must be completed.
6. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicants is under 18 years of age),
7. All applicants must pay a non-refundable fee in the amount of \$75.00.
8. If you are, 18 years of age with proof of High School Diploma or it's Equivalent of a GED.
9. **If you are at least 17 and a high school graduate**, to enroll in KC Beauty Academy you need:
 - To provide your valid U.S. High School Diploma, a GED, or high school transcripts verifying your

graduation date.

- To present a valid Social Security card and a valid Government Issue photo identification card or driver's license.
10. **If you are at least 18, an immigrant to the United States, and have completed high school or its equivalent in your country or origin**, to enroll at KC Beauty Academy you need: to provide a copy of your secondary school education credential as well as an English Translated copy that clearly identifies completion of secondary education that is equivalent to a U.S. High School Diploma. If the out – of – country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead. The translation must be conducted at your own expense. To present a valid Social Security card and a valid Government Issue photo identification card or driver's license.
 11. KC Beauty Academy does not admit ability-to-benefit exam.
 12. KC Beauty Academy does not admit students who have record of a felony conviction.
 13. KC Beauty Academy does not offer English as a second language.
 14. **If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school**, to enroll at KC Beauty Academy, you need: To provide your valid home school high school diploma.
 - To provide **EITHER** a copy of the state-issued secondary school completion credential (if your state issues this certificate), **OR** a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
 - To present a valid Social Security card and a valid government issued phot identification card or driver's license.

VERIFICATON OF HIGH SCHOOL DIPLOMA

The Academy will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to Enrollment.

APPLICANTS FOR THE CORSSOVER PROGRAMS MUST HAVE

Meet all the requirements stated above and hold a valid and current California Board of Cosmetology and Barbering license in either Barbering or Cosmetology.

RE-ENROLLMENT

Students accepted for re-enrollment into the program of study will be placed under the same satisfactory academic progress status prevailing at the time of the prior withdrawal. Students must sign a new enrollment agreement and pay the \$75.00 non - refundable registration fee, program of study will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new changes, depending on the elapsed time between the last day of attendance and re-enrollment. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the academy.

ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS

We have approval to enroll non-immigrant, foreign students. KC Beauty Academy will certify a foreign student's enrollment status on an accepted student visa application. International students interested in attending KC Beauty Academy should contact the schools Admissions Office via Email: info@kcbeautyacademy.com. Representatives are available to assist students with any questions regarding the admissions process, including questions regarding the student visa application. All students enrolled into the program must meet the admissions requirements listed above.

In order to take the State Board licensing examination, a social security number or an EIN must be provided.

International student's applicants who may qualify for admission to KC Beauty Academy are:

- **International Students:** those who are neither American citizens nor permanent residents of the United States in possession of a current M-1 Visa.
- **Transfer Students:** those who are currently studying at another accredited school under an approved M-1 visa and wish to transfer to KC Beauty Academy.
- **Change of Status Students:** those who are already in the United States on a different type of visa and who wish to change to an M-1 Visa.

ENGLISH-AS-A-SECOND LANGUAGE OF INSTRUCTION

KC Beauty Academy does not offer English-as-a-second language of instruction. For successful completion, the student must be able to speak, read, and write in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy.

GED CLASSES AVAILABILITY

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

1. Abram Friedman Occupational Center, 1646 S. Olive St. Los Angeles, California 90015
Phone number (213)765-2573
2. Los Angeles Trade – Tech, 400 W. Washington Blvd. Los Angeles, California 90015. Mariposa Hall – MA-109 Phone Number (213)763-3754
3. Adult Secondary Education (ASE) 333, South Beaudry Ave. Los Angeles, California 90017. 18TH Floor
Phone (213)241-3150

ACCEPTANCE TO KC BEAUTY ACADEMY

Upon completion of the required document for admissions KC Beauty Academy will review the information and inform the applicant of his/her enrollment status. If an applicant is not accepted, all money paid will be refunded, with the exception of a non-refundable registration fee.

STUDENTS WITH PRIOR HOURS

CALIFORNIA: Prior hours will be granted to students with training from a licensed Cosmetology School in California with proper documentation. We reserve the 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.

OUT OF STATE/COUNTRY HOURS: the California Board of Barbering and Cosmetology must evaluate all prior training to obtain credit. KC Beauty Academy reserves the right to determine the amount of credit we will accept upon state evaluation. The documents required for this process can be found on the California Board and Barbering website at www.barbercosmogov.com. The Board of Barbering and Cosmetology will then issue a letter indicating the credit it has approved from the previous school along with any other requirements.

Students that are accepted for enrollment with prior hours will be charged as follow (Enrollment, Tuition, non-refundable registration fee, Kit) Tuition is based on hours needed.

KC Beauty Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.

SCHOLARSHIPS

KC Beauty Academy does not offer scholarships.

TRANSFER OR ARTICULATION AGREEMENTS

KC Beauty Academy has not entered into any transfer or articulation agreement with any other college or university.

ACADEMIC POLICIES & INFORMATION

ATTENDANCE POLICY

Regular attendance and punctuality will help develop the good habits necessary for successful careers. All schedule hours of class must be attended.

Attendance must be maintained at an average of 67% of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

All absences must be reported. A student must notify the School at least fifteen (15) minutes prior to class start if he/she will be absent. Failure to notify the school by 10:15am may result in disciplinary action.

Students who need permission to be absent for family purposes must notify the school manager two weeks in advance and present written proof of the event. Students are encouraged to schedule medical, dental, personal or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. Students will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal or legal appointments.

Students who have been absent from their scheduled class for fourteen (14) consecutive calendar days, not including scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: students must provide KC Beauty Academy with written documentation verifying the required military duty and length of services requested).

TARDINESS POLICY

Students not physically present in class, per their class start time are considered tardy. KC Beauty Academy must be notified at least fifteen minutes (15) prior to class start if a student will be late. Students must report their tardiness to the instructor, administrative staff. If the student passes the grace period, establish the student will be consider late and may be asked to return for the practical portion of the day. Only five tardies per month are permissible; with more than five tardies per month, the student will be suspended for one day. (Each case has to be evaluated by the School Director or Assistant Director if student is not satisfied with the suspension).

MAKE- UP STANDARD POLICY

If a student misses a class, he or she must make up the hours missed after evaluating their attendance. The student needs to make an appointment with the School Director or School Manager to find out when he or she can make up the hours missed.

LEAVE OF ABSENCE (LOA) POLICY

Occasionally, student may experience medical/family emergencies or military service, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absences (LOA) from the program, this applies to all students.

A LOA must be requested in writing by the student, in advance, signed, and dated and must be approved by the school administration. The written request must include the start and end date of the leave of absences and the reason for the student's request. Leave of absence may be granted for up to 180 days, within a twelve (12) month period. These 12 months initiate form the first day the student goes on their first leave of absence. Students must reasonably certain of their intent to return. The approval of a LOA will only be granted if there is a reasonable expectation that the student will return from the LOA.

Students will not be assessed additional tuition charges while on their Leave of Absence or additional charges as a result of a LOA. Before the start of the Leave of Absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

In the even that unforeseen circumstances prevent a student from providing the request prior to the LOA, the academy will document the reason for granting the LOA and will require to request from the student at a later date. In this instance, the beginning date of the approved LOA would be determined by the academy to be the first date the student was unable to attend the academy because of the circumstance.

Students who fail to return from a LOA will be considered dismissed as of the last day of attendance.

The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance, all

refunds will be due 45 days from the date of determination.

LOA's may also affect the scheduled progression of the students' program. KC Beauty Academy will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the Enrollment Agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Documentation shall be maintained in the students file.

ACADEMIC PROGRESS STANDARDS

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Higher Education Act mandates that institution of higher education establish minimum standards of "Satisfactory Academic Progress" for students receiving financial aid. KC Beauty Academy applies this standard to all students enrolled in a NACCAS approved program consistently, enrolled in a specific program and scheduled for a particular category of attendance regardless of whether or not they are financial aid recipients. The satisfactory academic progress policy is printed in the school catalog to assure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and federal regulations established by the United States Department of Education.

***At this time, KC Beauty Academy is currently not eligible to participate in federal Title IV financial aid programs.**

STANDARDS: KC Beauty Academy expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain an academic average of **70%** or above on all tests, work projects (operations) and other required course work.
2. Maintain an average attendance level of at least **67%** of the scheduled hours indicated on their enrollment contract.

Students that are attending the course program who have more than two (2) weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.

- Evaluations are conducted at the end of each evaluation period to determine if the students have met the minimum requirements.
- The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% attendance since the beginning of the course that indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. These policies are outlined elsewhere in this catalog.

EVALUATION PERIODS (based on scheduled hours)

The evaluation periods at which attendance progress shall be evaluated are the following and are based on the scheduled attended.

Cosmetology	(full Time)450, 900, 1350, 1600
Schedule Hours	Midpoint at end of academic year
Barbering	(Full Time)375, 750, 1125, 1500
Schedule Hours	Midpoint and end of academic year
Esthetician	300, 600 scheduled hours
Schedule Hours	Midpoint and end of course
Manicure	200, 400 scheduled hours
Schedule Hours	Midpoint and end of course
Cosmetology to Barber Crossover	100, 200 scheduled hours
Schedule Hours	Midpoint and end of course
Barber to Cosmetology Crossover	150, 300 scheduled hours
Schedule Hours	Midpoint and end of course

For transfer students, the SAP will take place at 50% of the contracted time.

If a student is making satisfactory progress at evaluation time, then said student is considered making satisfactory progress until the next evaluation period. If a student is NOT making satisfactory progress at evaluation time, then said student will be placed on warning.

DETERMINATION ON PROGRESS STATUS:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. The academy is required to notify student of any evaluation that impacts the student's eligibility for Title IV funding if applicable. Students receive a hard copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect eligibility for Title IV funding. Students may request a copy of their SAP at any time from the registrar's office. Student deemed not maintain Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

MAXIMUM TIME FRAME

The maximum time frame a student has to complete any course is 1 ½ times the course length. Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. NACCAS approved course length is defined as the period of time identified on the enrollment contract. Students who are unable to complete the program within the maximum time frame may continue in school under a SAP-FA TERMINATION status. This status allows students to continue in school while subject to private pay options for any remaining account balances. Leave of absences are not included in this total. A leave of absence will also extend a student's contract expected graduation date and the maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement by the number of days taken in the leave of absence.

The regular and the maximum timeframe for completing each course is the following:

- Complete the course within one and one-half (1.5) times of the course as defined in the enrollment agreement. For Example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

WARNING:

Students who fail to meet minimum requirements for attendance (67%) or academic (70%) progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The students will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

DISMISSAL:

Students who have lost eligibility for financial aid may reestablish by meeting their minimum academic and attendance average by the end of the probation period. If after this period a student is still in unsatisfactory progress, he/she may be dropped for the course of study at the discretion of the Campus Director. In case of extenuation circumstances, special arrangements may be made with school officials. These arrangements will be handled on an individual basis. The probation period and reinstatement period apply to all student, where or not they are on financial aid.

APPEAL PROCESS:

Students who wish to appeal the determination that they are not maintaining satisfactory progress after the warning period must submit a letter to the Campus Director within 10 days of receiving the notice of a negative SAP determination, describing any mitigating circumstances the student believes deserves further consideration: why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The institution will also determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. Such mitigating allowable special circumstances might include death of a relative, an injury or illness of the student, military service for which the student has elected not to request a leave of absence. An appeal decision will be made, and the student notified accordingly. Should a student prevail upon his/her appeal, the student will be placed on probation for the following payment period, and financial aid will be reinstated, if applicable. The student will be placed on an academic action plan to ensure the student is able to meet satisfactory academic progress by the end of the probationary period. A copy of the student's Satisfactory Academic Progress Report Appeal and Outcome of Student's Academic Progress Appeal. The student must be achieving satisfactory academic progress at the end of the probationary period or all financial aid will be

terminated. In case of an adverse determination of the student's appeal, the student may remain in the program under a SAP – FA TERMINATION status and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's attendance percentage calculation. Student who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy's satisfactory academic progress standards.

TRANSFER HOURS

Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frames have been exhausted. SAP evaluation periods are based on actual contracted hours at the Academy.

RE-ENROLLMENT

Students accepted for re-enrollment into the program of study will be placed under the same satisfactory academic progress status prevailing at the time of the prior withdrawal. Students must sign a new enrollment agreement and program cost will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new charges, depending on the elapsed time between the last day of attendance and re-enrollment. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or Conduct issues indicating an inability to successfully complete a program at the Academy.

ATTENDANCE STATUS

Full time: Any student scheduled to attend 30 hours or more per week are considered to be full-time students.

Part time: Any student schedule to attend at least 20 hours per week and less than 30 hours per week are considered to be a part-time student.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluation are measured on a standard percentile basis and the percentage equated to a letter grade evaluation forms are issued to the student at the end of each evaluation period. The evaluations forms reflects the overall Attendance (Measured in clocked hours) and Academic progress of the student. Students must maintain a **70%** average to maintain satisfactory academic status. The grading scale is detailed below:

THEORY: Theory or Technical Instruction is instruction received through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

GRADE	LEVEL
70% - 100%	Satisfactory
0 – 69%	Unsatisfactory

PRACTICAL TRAINING: Practical Learning is evaluated using written criteria, such as Rubric “0” for not completing the work and “10” for completing all steps of work projected correctly.

GRADE	LEVEL
70% - 100%	Satisfactory
0 – 69%	Unsatisfactory

STUDENT CLOCK HOUR POLICY:

The Board of Barbering and Cosmetology will only recognize official time-clock registered hours for attendance. As a result of this requirement, the Academy can only award clock hour credits to students who record their attendance by using the biometric finger scan to clock in and out when arriving and leaving school. A thirty-minute lunch breaks shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. **If a student does not clock in and out at lunch, 30 minutes for lunch will be automatically deducted for that day.**

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column. These cumulative figures are then entered in the prior column on the weekly time card. The cumulative figures are then entered in the prior column on the weekly time card. The time cards must be initialed by the student and instructor daily. After clocking in you are required to maintain theory / demonstration class or be in applied effort. The time cards reflect the student’s daily record of hours and operations. It is important that all hours and operations are recorded properly and accurately on a daily basis. All time cards must be legibly filled and the attendance personnel must be able to read your time cards. **The time cards are the property of the school and must remain in the school at all times.** Time cards must be retained/ stored in their entirety for 6 years by the school.

TIME CARD CREDIT

The following is a guideline for the instructor to issue credits.

- Theory hours earned are considered any technical instruction, lecture, worksheet, demonstration, and any oral instruction given to the student.
- Each awarded theory hour must be initialed in the proper category. If the category is complete, the instructor may issue credit in a comparative category.
- Practical operations are considered any practical performances by the student.
- Some practical operations may take longer to perform according to the students’ skills. Note the following time frame the program gives for each operation: Scalp Treatment = ½ 1 hour, Permanent Wave = 2 to 2 ½ hours, Facial = 1 ½ to 2 hours, Haircut = ½ to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to the program at hand, or activity not related to the program while being clocked in will not be tolerated. If a student is found to be clocked in to school while found in the above activity, the student will be asked to stop the activity, clock out for the remainder of the day. Continued activities of this nature could result in your probation or termination.

PROGRESS POLICY

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

SUSPENSION AND GROUNDS FOR TERMINATION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. A student may be terminated from the Academy for any infractions or noncompliance with the Academy policies, rules, academic failure, or the Enrollment Agreement.

The Academy reserves the right to suspend or dismiss any student who:

- Displays conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community or the Academy, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to the Academy property.
- Fails to maintain satisfactory academic progress.
- Fails to meet school's attendance policy standards.
- Fails to meet financial obligations to the Academy.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

RETENTION OF RECORDS

Student records will be maintained at the school site for six (6) years from the last date of attendance.

Transcripts are maintained permanently.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

2019-2020 Family Educational Rights and Privacy Act (FERPA) All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education record maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties about financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, at 400 Maryland Avenue, SW Washington, D.C. 20202-8520

STUDENT GRIEVANCE POROCEDURE

Students wishing to express a concern should use the schools internal complaint process first however it is not required that students use the internal complaint process and may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtain on the Bureau's internet web site www.bppe.ca.gov.

1. Discuss the concern with the appropriate instructor. All discussions are to be held before, after class, or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the School Registrar. It is strongly recommended that all grievances be presented in writing; **KC Beauty Academy will** also accept oral grievances.
3. See the School Director, in his/her absences the School Manager, at 706 E. 1st Street. Los Angeles, Ca 90012; (213)253-9999
4. Meetings will be scheduled with all pertinent parties before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointment with the review board are scheduled through the school administrative office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the school compliance coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:
 - a. The Bureau for Private Postsecondary Education, Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacrament, CA 95833; Mailing Address: P.O Box 980818, West Sacramento, Ca 95798-0818 phone (916)431-6959 or (888)370-7589 www.bppe.ca.gov
 - b. National Accreditation Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA22314 Phone (703)600-7600
 - c. Board of Barbering and Cosmetology P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 445-7061

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) 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 and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between 01/01/2016 and 12/31/2018. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: October 1, 2019

Occurrences REPORTED within the 2016, 2017 and 2018 Calendar Years

Crimes Reported	2016	2017	2018	Location: C=Campus N=Non- campus P=Public Area	*Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0		
(B) Negligent manslaughter	0	0	0		
(ii) Sex Offenses:					
(A) Rape	0	0	0		
(B) Fondling	0	0	0		
(C) Incest	0	0	0		
(D) Statutory Rape	0	0	0		
(iii) Robbery	0	0	0		
(iv) Aggravated assault	0	0	0		
(v) Burglary	0	0	0		
(vi) Motor Vehicle Theft	0	0	0		
(vii) Arson	0	0	0		
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0		
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0		
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0		
(B) Simple Assault	0	0	0		
(C) Intimidation	0	0	0		
(D) Destruction, Damage or Vandalism of Property	0	0	0		
(viii) Liquor law violations	0	0	0		
New reporting as of 10/01/2019					
Incidents of sexual assault		0	0		
Domestic Violence		0	0		
Dating Violence		0	0		
Stalking		0	0		

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

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 and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

2. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.
(II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.
(III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** 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 nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. 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 floor to see that it is empty and then set the alarms on each floor and then lock down the campus. 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 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 security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
 - c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, 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 a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is 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. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. 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.
8. 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.

9. 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

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
- I. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - II. A 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 when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - III. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
 - IV. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
 - V. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - VI. The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and
 - b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - VII. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.
Https: www.city.data.com/so/so-los-angeles-california.html
- 13 **Description of school's emergency response and evacuation procedures.**
Required elements:
-Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus
-Statement that institution will, without delay, and taking into account the safety of the community, determine content of the notification Must initiate notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
-A description institution's process to confirm there is a significant emergency
-Determine whom to notify
-Determine content of the notification
-Initiate the notification system
-List of titles of persons/organizations responsible for carrying out these actions
-Procedures for disseminating emergency information to the larger community
-The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis
-Tests Announced or unannounced
-Publicized in conjunction with at least one test per calendar year
-Documented (description of the exercise, the date, time, and whether it was announced or unannounced)
- 14 Revised **Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - 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.
- 15 **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire

safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

16 **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:

- A description of the law enforcement authority of the campus security personnel.
- A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
- A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
- Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. 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).

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

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation will be needed.

All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:

Fire safety (668.49)

Missing students (668.46(h))

Emergency notifications 668.46(g))

Hate crimes 668.46(c))

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

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 Financial Aid Officer	Miku, Koach
Title	Financial Aid Officer
School Name	KC BEAUTY ACADEMY
Street address	706 EAST 1ST STREET
City, State Zip	LOS ANGELES CA 90012
Phone No.	(213) 253-9999

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
 United States Department of Education
 400 Maryland Avenue SW.
 Room 3124, GSA Regional Office Bldg. #3
 Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	Los Angeles Center for Alcohol and Drug Abuse
Street Address	473 East 3 rd street A&B
City, State and Zip	Los Angeles, California 90012
Phone number	(213) 626-6411

Entity Name	Drug and Treatment & Rehab Center
Street Address	555 West 5 th street FL STE 898
City, State and Zip	Los Angeles, California
Phone number	

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BIANNUALLY BY THE INSTITUTIONAL ADMINISTRATORS TO DETERMINE THEIR EFFICIENCY AND NEED FOR UPDATES. AS NEEDED, PROCEDURES ARE UPDATED BIANNUALLY AND PROVIDED TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.
DOCUMENTATIONS OF EVALUATIONS IS RETAINED BY SCHOOL ADMINISTRATORS

ACADEMIC TRANSCRIPTS

KC Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge when all Graduations requirements, **as stated above**, have been met. A fee of \$10.00 will be charged for each additional transcript, copy of Diploma or Proof of Training. The Student's financial account must be current prior to the Academy furnishing any transcripts.

***Those students who do not have an SSN or ITIN will not receive a Proof of Training document, as they are not eligible for State Licensure.**

SCHOOL RULES AND REGULATIONS

CONDUCT

KC Beauty Academy is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reasons, KC Beauty Academy has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the Academy.
2. Students must arrive to school ready and on time.
3. Students must clock in and out daily. If students are not able to clock in or out, notify your instructor.
4. In case of illness or emergency students are responsible to contact the school on or before your scheduled start time at (213) 253-9999.
5. Failure to meet all school's attendance policy may result in additional instructional charges, specified in your enrollment agreement. Overtime charges will continue to be calculated even if you are absent, late, or leave early **NO** Exceptions.
6. Dishonesty on the part of any student may result in probation, suspension or termination from the Academy. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
7. Students will be held responsible for any theft or damages done to the Academy site property and will be expected to reimburse the institution for such damage or loss.
8. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing, will not be tolerated.
9. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on Academy or externship property.
10. Students may not be in possession of any type of weapons or create a safety hazard to others while on Academy property.
11. Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
12. The Academy does not provided childcare services. Children are not permitted in the instructional areas.
13. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge.
14. Students must adhere to all required health and safety standard.
15. No cell phones, texting, or phone calls are allowed in any class or during any school session.
16. Students may not use earphone radios during class sessions.

17. All electronic devices must be turned off or placed on silent mode.
18. Eating and/drinking is not allowed in any of the classrooms at any time.
19. No gum chewing is allowed in school during school hours.
20. Students must keep work stations clean at all times.
21. Each student daily must complete a minimum of ½ hour of sanitation. All kits must be in a sanitized condition at the end of each day scheduled.
22. Students must take all appointments assigned to them. Failure to take a customer is grounds for suspension.
23. All students serving the clients must be courteous and pleasant. If difficulty arises, please call an instructor.
24. Only products furnished by the academy may be used unless otherwise approved by the instructor.
25. Students receiving personal service will be charged a lab fee.
26. The instructor must approve all personal service prior to starting the service.
27. Students may not make up missed time without office written approval NO exceptions.
28. Notify office immediately of any of the following: legal name change, address or telephone changes.

Violations of any of the guidelines listed above may result in probation, suspension, or dismissal from KC Beauty Academy.

Please note: students are not permitted on school campus during suspension, expulsion or appeal periods.

DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the Academy. Professional dress is recommended at all times. A detail dress code is provided during orientation.

- Estheticians are required to wear White Lab Coats.
- Cosmetologist are required to wear Black Aprons.
- All students must wear the Student Name Tag (name tag replacement \$5.00)
- No shorts, skirts above the knee are permitted.
- No sleeveless tops, spaghetti strap shirt, no revealing shirts or pants.
- Shoes must be closed toe and heel.
- Heels must not be higher than 2 inches.

Students are expected to practice good personal hygiene and maintain a clean, neat, and professional appearance at all times. Make-up, hairstyles, fingernails, and jewelry must be moderate and understated. Any student reporting to class inappropriately dressed will not be allowed to remain, and the time missed will be recorded as an absence.

DISCIPLINARY ACTIONS

Disciplinary action may include, but not limited to, a verbal or written warning probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Student Re-Enrollment as noted in this catalog. These guidelines are not all inclusive, as there may be other situations that may require action of the school. These guidelines may be revised at any time. They will then be posted on the bulletin board. **These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed in the beauty field.**

THE FOLLOWING MAY RESULT IN AN IMMEDIATE WITHDRAWAL (TERMINATION)

- Theft.
- Altering or forging time cards.
- Causing extreme or willful disruption of the school.
- Physical, mental or emotional abuse of another person.
- Use of or being under the influence of drugs or alcohol in school.
- Carrying a concealed or potentially dangerous weapon.
- Physical, mental or emotional abuse of another person
- Combative behavior directed toward another student, patron, visitor or school staff.

THE FOLLOWING MAY RESULT IN A SUSPENSION (ONE-DAY TO TWO-WEEKS)

- Leaving school without permission of instructor.
- Failure to have proper equipment when needed.
- Use of foul language, ethnic, racial or sexual slurs.
- Receiving personal services without instructor's permission.
- Gossiping or causing discord in the school.
- Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- Solicitation, which reflects unfavorably upon the school and /or its student(s).
- Smoking outside of designated areas.
- Refusing to perform an assignment, patron or otherwise.
- Removing time cards from school premises.
- Using products or performing services not on patron ticket.
- Modifying customer services without consulting instructor.
- Improper uniform.
- Dirty uniform or unsatisfactory personal cleanliness.
- Failure to observe sanitary rules and regulations.
- Shouting.
- Instigation and/or participation in rebellious activities against the school and/or its students.
- Any form of gang related activity including but not limited to: flashing of gang sign, wearing of gang colors/attire, etc.
- Use of cell phones inside the school or outside without clocking out.
- Eating or drinking outside of designated areas.
- Failure to clean up work area of perform assigned cleanup duties.
- Leaving class or clinic without permission.
- Continuous failure to clock in or out property.
- Failure to take lunch breaks at proper time.
- Showing discourtesy to anyone in school.
- Five or more tardiness in a month.

SEXUAL HARASSMENT/VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the Academy, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of KC Beauty Academy shall threaten or insinuate, either explicitly or implicitly, that a student's applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct. Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other KC Beauty Academy member should bring the matter to the attention of School Director or School Administrator's at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. KC Beauty Academy will promptly investigate all allegations of sexual harassment in as confidential a manner possible and take appropriate correction action if warranted.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, a student/employee must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require a great deal of standing, walking pushing, bending and stretching for extended periods of time. A person must consider he/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of student's with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

EMERGENCY PLAN

The emergency preparedness plan is available to both students and staff.

VOTING

2019-2020 Voter Registration:

We encourage students to register to vote. You can go to the following website and follow the instructions to register – http://www.sos.ca.gov/elections/elections_vr.htm. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

CONSTITUTION DAY

2019-2020 Constitution Day and Citizenship Day: KC Beauty Academy holds a class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787

STUDENT / EMPLOYEE FRATERNIZATION

Employees at KC Beauty Academy are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" such conduct. Further, our employees may not entertain students or socialize with students outside the school environment. Similarly, any action or comment by an employee that invites romantic or sexual involvement with a student is considered highly unethical, is in violation of school policy, and may result in disciplinary action by KC Beauty Academy.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; request for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides; giving or offering housing; selling or buying anything of more than nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Academy's School Director or School Manager immediately.

PERSONAL PROPERTY

KC Beauty Academy assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

FIELD TRIPS

When appropriate, arrangements will be made for student to leave campus in order to observe their particular course of study as it applies to the real world of work. KC Beauty Academy requires students who attend field trips to sign a liability release forms prior to attending. Field trips are not mandatory.

PREGNANCY

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

PROGRAM AND POLICY CHANGES

KC Beauty Academy, at its discretion, may make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving students' educational experience. KC Beauty Academy reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate.

When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur; the Academy is required to make appropriate changes and will attempt to minimize the effects of any changes on current students.

NON-DISPARAGEMENT POLICY

Positive Representation of the Academy

The Academy values your view on ways to improve all of the services we provide to our students. Our open door policy is designed to provide a means to share your ideas and views with us. The quality of the experience and education obtained here is powerfully influenced by the attitude of instructors and other employees. If you are positive and confident and speak well of the quality of the education, curriculum, instruction, facilities, and administration, the environment will be positive and confident. If, on the other hand, exposure to criticism by anyone, however well intentioned, about the quality of the education, curriculum, instruction, facilities, or administration, their confidence and their education may be impaired.

For these reasons, we expect everyone to voice concerns and constructive criticism solely to management, and never, under any circumstance, express views being critical of the education, curriculum, instruction, facilities, or administration of the Academy. Violation of this rule will result in disciplinary action, which may include immediate termination.

STUDENT SERVICES

ACCESSIBILITY FOR DISABLED STUDENTS

Students with disabilities should contact the school Admissions Advisor for information regarding the programs and services available.

ORIENTATION

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the Enrollment Process.

ADVISING/TUTORING ASSISTANCE

An open-door policy, with the faculty and staff readily available to assist student's, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns. KC Beauty Academy provides tutoring assistance for student experiencing academic difficulties; and such student's may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Student's, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors, Campus Director or Assistant Director.

HOUSING

KC Beauty Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. There are many housing options available for students near the Institute and generally within Los Angeles. Average rent for Los Angeles County is \$1,416 per month in 2019.

ADVISORY SERVICES

Advisory services are provided to any student on personal, career, or educational needs prior to entry, upon entry, and after graduation. Outside agencies are recommended when the student needs professional assistance in areas such as childcare, transportation, housing, or family. Students can make an appointment with the School Administrators.

ACADEMIC EVALUATIONS

Once a month the student's attendance and academic progress are reviewed to determine if the student needs additional assistance. KC Beauty Academy provides assistance to students in solving personal or education-related problems that may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Guidance Services.

PARKING AND TRANSPORTION

KC Beauty Academy does not provide free parking for students.

The school can be accessed by the Los Angeles metro gold line at the Little Tokyo/Arts District station located on the intersection of 1st and Alameda St.

LIBRARY AND LEARNING RESOURCES

KC Beauty Academy maintains library facilities to address requirements of the programs provided at the school. Resources are accessible on campus in the library. Students may access the library resources, which includes: laptop computers with internet access, online licensing preparation from MiladyPro, videos of practical exams for all enrolled programs, CDs/DVDs, magazine publications, and books.

There is a check-in/check-out system for removing resources from the library, please see the Front Desk to Check materials out.

CAREER SERVICES

KC Beauty Academy Career Services Department is a vital part of the student's educational program. Although the securing of positions cannot be guaranteed, the purpose of the department is to actively assist students in obtaining desirable employment.

The Career Service Department assist students and graduates in a broad range of career planning and advising to include interviewing skills and follow-up; job opportunity generation through job leads and networking; the full cycle of the hiring process, including resumes and job applications; and professional attire workshops.

Students and graduates are encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their inter viewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the Career Services Department.

Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts and information and inform the Career Services Specialist of these efforts.

The employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited by anyone who has a criminal background.

KC Beauty Academy's mission is to provide learners with the skills and technical knowledge necessary to qualify for employment in **ENTRY-LEVEL POSITIONS. KC BEAUTY ACADEY CANNOT AND WILL NOT GUARANTEE EMPLOYMENT TO ANYONE. THE ACADEMY DOES NOT REPRESENT OR GUARANTEE COMPENSAETION LEVELS TO ANYONE.**

EXTERNSHIP PROGRAM

The Externship program at KC Beauty Academy is a great opportunity for students to gain real work experience in salons throughout the greater Los Angeles area while earning clock-hour credit towards graduation. Minimum requirements must be met before they can begin the program:

1. The institution must ensure that the participating student is meeting the following criteria:
 - a. Student's attendance and academic performance must be 70% percent or better.
 - b. Student's tuition must be current.
 - c. Student has completed 60% of the required minimum practical operations and minimum hours of technical instruction.
 - d. Only the following programs can participate in the externship program (Cosmetology, Esthetician, Manicuring and Cosmetology Crossover Students) can participate in the program.
2. The establishment where the externship occurs must be licensed by the state and in good standings.
3. Each individual supervising student's in the service facility must hold a valid California License for the program being supervised.
4. Students must have completed 60% or more of their contracted course in order to participate.
5. Students cannot accrue more than 10% of the contracted course.
6. The student and institution must sign the externship information packet that is provided by the institution before either party beings to participate in the program.
7. The extern can only accrue eight (8) hours of clock hour credit per week.
8. The student must wear his/her student extern school ID on them at all times while at the establishment where the externship is being held.
9. Institution official must make periodic visits to a participating establishment to observe and verify these requirements are being met.
10. Establishment must evaluate the student's performance for activities completed during the externship using the Extern Progress Report Document a manager or supervisor must sign each time the student participates in the externship program in order for the student to accrue the hours and operations.
11. Students are evaluated by the service facility with respect to their attainment of the training objectives for the externship.
12. Establishment must complete a certificate of attendance and hours as related to course requirements that are completed during the externship; and
13. Institution must recognize training hours certified by the establishment toward a student's course completion.

FINANCIAL INFORMATION

***At this time, KC Beauty Academy is currently not eligible to participate in federal Title IV financial aid programs, nor does it provide Financial Aid directly to its students.**

This institution has not entered into an articulation or transfer agreement with other institutions.

REFUND POLICY

The refund policy can also be found within the Enrollment Agreement.

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 calendar day after enrollment (**seven calendar days from the 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, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including but not necessarily limited to student's lack of attendance.

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$75.00 is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issue and received by the student** would not be returnable. **Once received** by the student and will represent a liability to the student.

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

Determination of withdrawal from school: The withdrawal date should 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 Financial Aid Office of your intent to withdraw. Only the Financial Aid Officer 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.
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The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

RETURN OF TITLE IV (R2T4)

Special not to student receiving Unsubsidized/Subsidized Direct Loans, Pell, FSEOG, Teach Grants, Iraq and Afghanistan Service 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 received 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 disburse. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Tile IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student, defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Tuition Recovery Fund (STRF): CCR §76215(a)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state impose assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or re not enrolled in a residency program”

“It is important that you keep copies of your enrollment agreement, financial aid document, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, (916)431-6959 or (888)370-7589

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120day period before the closure of the institution or location of the intuition, or we enrolled in an educational program within 120 day period before he program was discontinued.
3. You were enrolled a tan intuition or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to

which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

However, no claim can be paid to any student without a social security number or taxpayer identification number.”

Refunds: if any refunds are due based on the Return of Title IV calculations or based on the institutional refund policy calculations, any refunds will be made as soon as possible but no 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 refund is, 1) Unsubsidized Direct Loans (other than Direct Plus Loan), 2) Subsidized Direct Loans, 3) Federal Pell Grant 4) FSEOG, 5) Teach Grants, 6) Iraq and Afghanistan Services Grants, 7) Other. This order would apply in accordance to the aid programs available at the institution.

Course Cancellation: If a course is cancelled 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 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at **KC BEAUTY ACADEMY** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (**diploma**) you earn in (**Cosmetology, Barbering, Esthetic, Manicuring, Barber Cosmo crossover, Cosmo barber crossover**), is also at the complete discretion of the institution to which you may seek to transfer. If the (**credits or diploma**) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution you are transferring. For this reason, you should make certain that your attendance at this institution will meet your educational goal. This may include contacting an

Institution to which you may seek to transfer after attending **KC BEAUTY ACADEMY** to determine if your (credits or diploma) will transfer.

COLLETICON POLICY

If the student is terminated or withdraws from Academy, the Academy shall inform the student of any balance owed to the Academy. The Academy is committed to using good taste, sound judgment, and ethical business practices in connection with any collection efforts. Collection correspondence, banks, collection agencies, lawyers, or any third parties representing the institution shall clearly acknowledge and reference the Academy cancellation and refund polices set forth in this policy. Our Academy does not use our accreditation agency name for any type of collection efforts. Our Academy does not sell or discount student's promissory notes, enrollment agreements or contracts for tuition, to any third parties agencies.

GRADUATING REQURIEMENTS

When the student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of 70% or better and has completed all required program hours, he/she receives a corresponding diploma certifying his/her graduation of the appropriate course of study. The Academy assist students in completing the necessary documents to file for the appropriate State Examination, if applicable. The student's financial account must be current prior to graduation.

STATE BOARD EXAMIANITON REQUIREMENTS AND COST

To be eligible to take the State examination, students must be at least seventeen years of age, have completed the 10th grade (or equivalent) and has committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit a Proof of Training from the School, present government issued ID, file an Application for Examination, and remit an examination fee.

+Students must furnish an examination kit, fees, and traveling expenses to the Board of Barbering & Cosmetology Examination centers (located in Los Angeles and Fairfield). Students are eligible to apply for the Pre-Application (student is required to take a program assessment exam and obtain an 85%) to assist the student in obtaining a date closer to his/her graduation date at no later than that date where the student has completed 75% of their program. The fees are as follows for those programs that require licensure for employment:

Cosmetology Exam and License Fee	\$125.00
Cosmetology Pre-Application Fee (completed 1200 hours)	\$9.00
Barbering Exam and License Fee	\$125.00
Barbering Pre-Application Fee (completed 1125 hours)	\$9.00
Esthetician Exam and License Fee	\$115.00
Esthetician Pre-Application Fee (completed 450 hours)	\$9.00
Manicuring Exam and License Fee	\$110.00
Manicuring Pre-Application Fee (completed 240 hours)	\$9.00

METHODS OF PAYMENT

Methods of payment include full payment at time of signing the Enrollment Agreement, registration, kit, books fee paid at time of signing the Enrollment Agreement with enrollment balance paid prior to start date or through an approved payment plan. Payments made in accordance with the student's payment scheduled are due on the 10th of each month. Late payments are subject to a **\$10.00 late fee**. The institution reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Changes will not affect currently enrolled students.

Form of payment accepted: cash, check, money order, and credit card with a transaction fee.

NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION

Should you secure a loan to pay for your education, it is your responsibility to repay the loan plus interest per the terms outlined by your lender.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION

No transcripts, official or unofficial, will be issued for a student who has an outstanding student account balance. Transcripts, diplomas, and Proof of Training documents will be released when the account is paid in full.

EXTRA INSTRUCTIONAL CHARGES

Students are expected to complete their training within the maximum time frame allowed as specified in the Enrollment Agreement. The school has reserved space, equipment and licensed instructors for each student and course/program. If a student exceeds the expected graduation date as stated on the Enrollment Agreement, an extra instructional charge will be made for the balance of hours required for the completion of the course. Students will not be allowed to clock in until applicable fees are paid in advance until graduation. An addendum to the Enrollment Agreement will reflect the hours to complete and rate per hour as follows: \$10.00 an hour for all programs.

TUITON & FEES

PROGRAMS COSTS						
Program	Registration Fee (non-refundable)	Tuition	Textbooks (non – refundable upon receipt)	Student Kit (non-refundable upon receipt)	STRF* (non-refundable)	Estimated Total Charges for the Current Period of Attendance and the Entire Educational Program
Cosmetology SOC CODE 39.5012 CIP CODE 12.0401	\$75.00	\$12,00.00	\$250.00	\$1,025.00	\$0.00	\$13,350.00
Barbering SOC CODE 39.5011 CIP CODE 12.0402	\$75.00	\$10,500.00	\$250.00	\$600.00	\$0.00	\$11,425.00
Esthetician SOC CODE 39.5094 CIP CODE 12.0409	\$75.00	\$5,400.00	\$250.00	\$660.00	\$0.00	\$6,385.00
Manicuring SOC CODE 39.5092 CIP CODE 12.0410	\$75.00	\$3,000.00	\$200.00	\$300.00	\$0.00	\$3,575.00
Barber to Cosmetology Crossover SOC CODE 39.5011 CIP CODE 12.0402	\$75.00	\$2,250.00	N/A	N/A	\$0.00	\$2,325.00
Cosmetology to Barber Crossover SOC CODE 39.5012 CIP CODE 12.0401	\$75.00	\$1,400.00	N/A	N/A	\$0.00	\$1,475.00

Program	First Payment Due Upon Enrollment (Down Payment)
Cosmetology	\$1,350.00
Barbering	\$850.00
Esthetician	\$985.00
Manicuring	\$575.00
Barber to Cosmetology Crossover	\$375.00
Cosmetology to Barber Crossover	\$375.00

CATALOG CERTIFICATION

KC Beauty Academy certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of KC Beauty Academy. KC Beauty Academy updates this catalog on an annual basis. The academy also makes every effort to ensure accuracy of the information obtained.

Any questions a student may have regarding this catalog that have not been satisfactory answered by the intuition may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca toll- free telephone number (888)370-7589 or by Fax (916)263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You are able to access this catalog by visiting the Academy's website at www.kcbeautyacademy.com under "Disclosures".

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 Bureaus' internet Web site at www.bppe.ca.gov

COPYRIGHT INFREINGMENT POLICY

2019-2020 Copyright Infringement

Copyright Infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

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

PROGRAMS OF STUDY

METHOD OF DELIVERY

The method of delivery for all programs offered at KC Beauty Academy is residential.

TEXTBOOK REFERENCE

Milady Standard Cosmetology

Milady Standard Cosmetology, 2012 Edition

Milady Standard Barbering, 5th Edition

Milady Standard Esthetics Fundamentals, 11th Edition

Milady Standard Nail Technology, 7th Edition

Board of Barbering and Cosmetology Act and Rules and Regulations

Board of Barbering and Cosmetology Health and Safety Course

INSTRUCTIONAL LANGUAGE

KC Beauty Academy is an English-speaking academy and all instruction is conducted in the English language.

COSMETOLOGY COURSE OUTLINE

1600 HOURS – DIPLOMA PROGRAM

CIP CODE 12.0401

SOC # 39-5012.00

PROGRAM DESCRIPTION

Cosmetology is a 1,600 clock hour program that includes the study and practice of all aspects of the beautification and care of the hair, skin, and nails. The program provides for both classroom instruction and supervised practices of job-related skills such as hairdressing, hair cutting, and coloring, manicuring and skin care services. The program also includes the study of related subjects, such as bacteriology, anatomy, chemistry, and health; and uses Milady curriculum to teach students to see, think, create, and adapt themselves as designers. The plan of studies is a union of art and design, as well as the most innovative techniques used in the industry. Students will learn foundational design principles of form, texture, and color, and then incorporate these principles in the daily practical assignments.

PROGRAM FORMAT

The curriculum for students enrolled in the Cosmetology program consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Program length may vary depending on schedules. **Instruction offered in English.**

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding faculty experienced and competent instructors, and a curriculum developed through year of experience and expertise.

PROGRAM OBJECTIVES

The objective is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the skin care profession and to qualify and equip the student to pass the California State Board Licensing Examination.

Technical Instruction and Practical Operations shall include:

COSMETOLOGY (1600 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
Hair Styling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80

200 hours of Technical Instruction in Health and Safety		
Laws and Regulations	20	
Health and Safety Considerations	45	
Disinfection and Sanitation	20	
Anatomy and Physiology	15	
200 Hours of Technical Instruction and Practical Training in Esthetics		
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beautification and Make-up	25	30
100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120 Nails
Program Totals	370	1230

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER

Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

GRADUATION REQUIREMENTS

When the student has completed the 1600 required clock hours, the required theory hours and practical operations in cosmetology, with a GPA 70.0 or better, he/she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate State of California Barbering Board examination application. All institutional charges must be paid in full prior to graduation.

The academy does not have a cumulative final test or examination required for the completion of the Cosmetology program.

LICENSING REQUIREMENTS

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's licenses or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

BARBERING COURSE OUTLINE

1500 HOURS - DIPLOMA PROGRAM

CIP CODE 12.0402

SOC # 39-5011

PROGRAM DISCRIPTION

The curriculum includes a total of 1,500 hours of theory and practical applications. The course content covers both basic and advance phases of barbering and hairstyling. The subjects covered in sequential order include the following: haircutting, shaving, sanitation and hygiene, massaging, shampooing, facials, shop management, laws and regulations, hair coloring, hair relaxing, hairpieces, hair waving and hair styling. This course prepares the student for entry-level employment as a Barber/Stylist.

PROGRAM FORMAT

The curriculum for students enrolled in the Barbering program consist of 1,500 hundred clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete services on another person or mannequin. Program Length may vary depending on scheduled. **Instruction offered in English**

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility experienced and competent instructors, and a curriculum developed through year of experience and expertise.

PROGRAM OBJECTIVES

The objective is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the skin care profession and to qualify and equip the student to pass the California State Board Licensing Examination.

Technical Instruction and Practical Operations shall include:

BARBERING (1500 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
Hair Styling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
200 hours of Technical Instruction in Health and Safety		
Laws and Regulations	20	
Health and Safety Considerations	45	
Disinfection and Sanitation	15	
Anatomy and Physiology	15	
200 Hours of Technical Instruction and Practical Training in Shaving		
Preparation and Performance	100	40
Program Totals	385	1115

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER

Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

GRADUATION REQUIREMENTS

When the student has completed the 1500 required clock hours, the required theory hours and practical operations in barbering, with a GPA 70.0 or better, he/she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate State of California Barbering Board examination application. All institutional charges must be paid in full prior to graduation.

The academy does not have a cumulative final test or examination required for the completion of the Barbering program.

LICENSING REQUIREMENTS

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's licenses or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

ESTHETICIAN COURSE OUTLINE

600 HOURS - DIPLOMA PROGRAM

CIP CODE 12.0409

SOC # 39-5094

PROGRAM DISCRPTION

The Esthetician program consists of 600 clock hours of theory and practical experience in all aspects of skin care. The program prepares student to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. The program includes instruction in skin anatomy, physiology, and health principles on nutrition, decontamination and infection control, health and safety, facial and body massage, body wrapping and spa treatments, temporary hair removal including waxing and tweezing, color and skin analysis, client consultation and care, applicable laws and regulations, business practices and sometimes related alternative healing regimens.

PROGRAM FORMAT

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on scheduled. **Instruction offered in English**

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

PROGRAM OBJECTIVES

The objective is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the skin care profession and to qualify and equip the student to pass the California State Board Licensing Examination.

Technical Instruction and Practical Operations shall include:

ESTHETICIAN (600 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
350 Hours of Technical Instruction and Practical Training in Facials		
Manual, Electrical, and Chemical Facials	70	140
Preparation	15	
200 hours of Technical Instruction in Health and Safety		
Laws and Regulations	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
50 Hours of Technical Instruction and Practical Training in Hair Removal and Makeup		
Eye Beatification	25	50
Make Up	20	40
Program Totals	205	395

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER

Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

GRADUATION REQUIREMENTS

When the student has completed the 600 required clock hours, the required theory hours and practical operations in esthetics, with a GPA 70.0 or better, he/she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate State of California Barbering Board examination application. All institutional charges must be paid in full prior to graduation.

The academy does not have a cumulative final test or examination required for the completion of the Esthetician program.

LICENSING REQUIREMENTS

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver’s licenses or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

MANICURING COURSE OUTLINE
400 HOURS - DIPLOMA PROGRAM
 CIP CODE 12.0410
 SOC # 39-5092

PROGRAM DESCRIPTION

The Manicuring program consist of 400 clock hours devoted to manicuring including pedicuring, hand and arm massage, advanced nail techniques, safety precautions.

PROGRAM FORMAT

The program format includes but is not limited to lecture, reading assignments, video/audio, hands on demonstration, hands on performance, and evaluation, both written and oral. Program Length may vary depending on scheduled. **Instruction offered in English.**

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed though years of experience and expertise.

PROGRAM OBJECTIVES

The manicuring program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this program, students will be able to practice correct sanitation and sterilization procedures and perform all phases of manicuring skills including manicuring, pedicuring, hand and arm massage, nail art, and advanced nail techniques. Additionally, students will be able to comprehend, analyze, and integrate theoretical knowledge with practical skill performance, preparing graduates for entry level employment in a beauty/nail salon.

Technical Instruction and Practical Operations shall include:

MANICURING (400 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
300 Hours of Technical Instruction and Practical Training in Nail Care		
Manicures and Pedicures	60	60 180 Nails
100 hours of Technical Instruction in Health and Safety		
Laws and Regulations	10	
Health and Safety Considerations	25	
Disinfection and Sanitation	20	10
Anatomy and Physiology	10	
Program Totals	125	275

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER

Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

GRADUATION REQUIREMENTS

When the student has completed the 400 required clock hours, the required theory hours and practical operations in manicuring, with a GPA 70.0 or better, he/she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate State of California Board Manicuring examination application. All institutional charges must be paid in full prior to graduation.

The academy does not have a cumulative final test or examination required for the completion of the Manicuring program.

LICENSING REQUIREMENTS

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's licenses or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

BARBER TO COSMETOLOGY CROSSOVER COURSE OUTLINE

300 HOURS - DIPLOMA PROGRAM

CIP CODE 12.0402

SOC # 39-5011

PROGRAM DISCRIPTION

This 300 clock hour course is designed for the applicant who has completed the California 1500 clock hour Barbering Course and/holds a California Barbering License. The subjects covered include: nail care services, manicuring, pedicuring, artificial nails, nail sculpture, nail tips, repairs and skin care, manual facials, electrical facials, chemical facials, make-up and eyelash applications. Sanitation and hygiene, massaging, shop management, laws and regulations. This course prepares a licensed barber to provide the services of a cosmetologist in the State of California.

PROGRAM FORMAT

The curriculum for students enrolled in the Barber Crossover program consist of three hundred (300) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations means actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on scheduled. **Instruction offered in English.**

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares student to pass the State Board examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility experienced and competent instructors, and a curriculum developed through years of experience and expertise.

PROGRAM OBJECTIVES

The objective is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in cosmetology profession and to qualify and equip the student to pass the California State Board Licensing Examination.

Technical Instruction and Practical Operations shall include:

BARBER TO COSMETOLOGY CROSSOVER (300 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
Laws and Regulations	10	
Health and Safety Considerations	5	
Disinfection and Sanitation	5	10
Preparation	5	10
Anatomy and Physiology	5	
Manual, Electrical and Chemical Facials	45	60
Eyebrow Beautification	5	10
Make-up	5	10
Manicuring and Pedicuring	15	50
Artificial Nails and Wraps	5	35
Communication Skills & Career Development	5	5
Program Totals	110	190

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER

Salon management, communication skills that include professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

GRADUATION REQUIREMENTS

When the student has completed the 300 required clock hours, the required theory hours and practical operations in manicuring, with a GPA 70.0 or better, he/she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate State of California Board Cosmetology examination application. All institutional charges must be paid in full prior to graduation.

The academy does not have a cumulative final test or examination required for the completion of the Barber to Cosmetology Crossover program.

LICENSING REQUIREMENTS

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's licenses or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

COSMETOLOGY TO BARBER CROSSOVER COURSE OUTLINE

200 HOURS - DIPLOMA PROGRAM

CIP CODE 12.0401

SOC # 39-5012

PROGRAM DISCRIPTION

This 200 clock hour course is designed for the applicant who has completed the California 1600 clock hour Cosmetology Course and/ holds a California Cosmetology License. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing Hairpieces, Hair Waving and Hair Styling. This course prepares a licensed Cosmetologist to provide the services of a Barber in the State of California.

PROGRAM FORMAT

The curriculum for students enrolled in the Barber Crossover program consist of 200 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations means actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on scheduled. **Instruction offered in English.**

EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system that prepares student to pass the State Board examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility experienced and competent instructors, and a curriculum developed through years of experience and expertise.

PROGRAM OBJECTIVES

The objective is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in barber profession and to qualify and equip the student to pass the California State Board Licensing Examination.

Technical Instruction and Practical Operations shall include:

COSMETOLOGY TO BARBER CROSSOVER (200 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
Hair Styling	5	15
Permanent Waving and Chemical Straightening	5	10
Hair Coloring and Bleaching	5	10
Hair Cutting	5	40
Laws and Regulations	5	
Health and Safety Considerations	5	
Disinfection and Sanitation	5	5
Anatomy and Physiology	5	
Shaving	15	45
Preparation	5	5
Communication Skills & Career Development	5	
Program Totals	65	135

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER

Salon management, communication skills that include professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

GRADUATION REQUIREMENTS

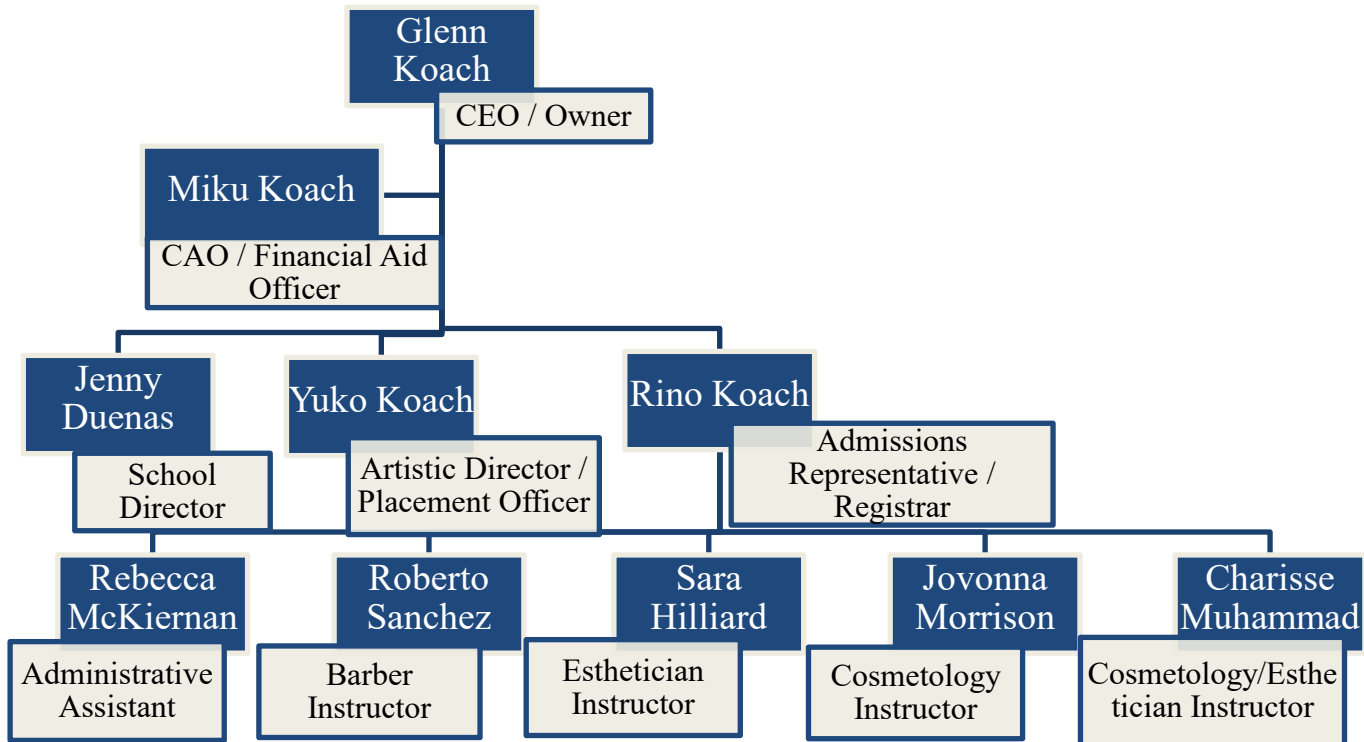
When the student has completed the 200 required clock hours, the required theory hours and practical operations in manicuring, with a GPA 70.0 or better, he/she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate State of California Board Barbering examination application. All institutional charges must be paid in full prior to graduation.

The academy does not have a cumulative final test or examination required for the completion of the Cosmetology to Barber Crossover program.

LICENSING REQUIREMENTS

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver’s licenses or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

KC BEAUTY ACADEMY OFFICERS AND FACULTY



KC Beauty Academy Faculty Listing and Qualifications

Each member of our Academy is dedicated to the success of our enrolled students.

California instructional staff members possess current state licenses, where required. California instructors possess a minimum of (3) years of experience, education and training in current practices of subject are teaching, per California State Law. KC Beauty Academy student to instructor ratio is 30:1.

COSMETOLOGY

Jovanna, Morrison – Licensed Cosmetologist with over 20 years of experience in the field.

Charisse Muhammad – Licensed Cosmetologist with over 10 years of experience in the field.

ESTHETICIAN

Sara Hilliard – Licensed Esthetician with over 5 years of experience in the field.

BARBERING

Roberto, Sanchez – Licensed Barber with over 22 years of experience in the field.

SUBSTITUTE INSTRUCTORS

Yuko, Koach – Licensed Cosmetologist with over 30 years of experience in the field.

Jenny Duenas – Licensed Cosmetologist with over 14 years of experience in the field.

NACCAS ANNUAL REPORT INFORMATION

Report Year – 2016

Item 1 - Number of students scheduled to graduate	22
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	20
Item 3 - Number of students from Item 2 who are eligible for employment	17
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	11
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	16
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	15
Item 7 - Length of longest NACCAS approved program taught in 2015 or 2016 (P/T or F/T) in weeks	92

Graduation Rate	90.91 %
Placement Rate	64.71 %
Licensure Rate	93.75 %

Report Year – 2017

Item 1 - Number of students scheduled to graduate	39
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	30
Item 3 - Number of students from Item 2 who are eligible for employment	22
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	15
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	21
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	20
Item 7 - Length of longest NACCAS approved program taught in 2015 or 2016 (P/T or F/T) in weeks	92

Graduation Rate	76.92 %
Placement Rate	68.18 %
Licensure Rate	95.24 %

*Note: The annual report outcomes were revised on 12/08/2017

**ACKNOWLEDGMENT OF DISCLOSURES RECEIVED
KC BEAUTY ACADEMY**

706 EAST 1ST STREET - LOS ANGELES, CA 90012

Student Name: _____ **Student Key No.** _____

(STUDENT IS TO INITIAL EACH APPLICABLE ITEM THAT IS UNDERSTOOD AND THAT HAS TAKEN PLACE)

I certify that I have received the disclosures indicated below, prior to my enrollment and signing the enrollment agreement.

- ___ Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.
- ___ School's assessment rates, Federal disclosures of completion, retention and placement rates. If applicable, passing rates on State Board exams
- ___ A copy of the school's Catalog via electronically www.kcbeautyacademy.com
- ___ A copy of the BBC Health and Safety Student Book via electronically www.cosmobarber.ca.gov.com under schools
- ___ A copy of the BBC Act Laws and Regulations via electronically www.cosmobarber.ca.gov.com under LAWS & REGS
- ___ A copy of the School Performance Fact Sheet (Applicable to schools operating in California)
- ___ I confirm that prior to my enrollment, I physically visited the school, and I had the opportunity to observe classes and other instruction; talk with students and instructors, and tour the facility.
- ___ I provided a copy of my High School diploma or its equivalency.

Student Signature

Date

I certify that I have received the disclosures indicated below, at the time of my actual enrollment and signing of my enrollment agreement.

- ___ I have received a completed copy of the enrollment agreement/contract, indicating all school charges and terms of payment to meet the cost of the course of study.
- ___ (If applicable), I have applied for a student loan. I have been advised of my obligation to repay any Federal student loan that I could receive.

Student Signature

Date

I certify that I have received the disclosures indicated below prior to the first day of class.

- ___ Orientation Class
- ___ Satisfactory Progress Policy
- ___ Course outline for my course of study

Student Signature

Date

Institutional Representative

Date