



# **KC BEAUTY ACADEMY**

## **School Catalog**

**January 1, 2020 to December 31, 2020**

**REVISED 05/19/2020**

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## MISSION STATEMENT & EDUCATIONAL OBJECTIVES

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

## APPROVAL

1. KC Beauty Academy (Referred to in this catalog as KCBA), 706 E.1<sup>st</sup> 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 (BPPE)**. 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](http://www.bppe.ca.gov) Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 236-1897

The following programs are approved:

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

2. **State of California Board of Barbering and Cosmetology (BBC)**. P.O. Box 944226 Sacramento, CA 94244-2260  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) Phone: (800) 952-5210
3. KC Beauty Academy is authorized by the **U.S. Department of Education (USDE)** for participation in Title IV programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant and Federal Student Loans.
4. KC Beauty Academy is a **Student and Exchange Visitor Program (SEVP)-certified** school eligible to enroll M-1 students in the United States.
5. KC Beauty Academy is accredited by **National Accrediting Commission of Career Arts & Sciences (NACCAS)**. 3015 Colvin Street, Alexandria, VA, 22314 [www.naccas.org](http://www.naccas.org) Phone: (703) 600-7600 Fax: (703) 379-2200

## 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 1747 North Market, Suite 225 Sacramento, CA 95834, [www.bppe.ca](http://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](http://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 Bureau's internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## 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 artists 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, 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's campus, is located in Downtown Los Angeles and occupies 3,597 square feet in a facility located at 706 E 1<sup>st</sup> 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 of 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, and student lounge. 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)

Access for handicapped students to the institution facilities is available. The institution does not offer special facilities beyond what the city ordinance mandate or any other offering of special programs for the handicapped.

### **HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, a professional in the beauty industry must be in good health because he/she will be working in direct contact with patrons. In most aspects of the beauty industry, there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitation of disabilities if these student (their parents or physicians) believe they cannot fulfill the training demands.

### **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 residence in its admissions, staffing instruction, and/or graduation policies.

## COURSE CALENDAR

### HOLIDAYS AND CLOSURES

The following holidays are observed:

New Year Day	January 1, 2020
Martin Luther King Jr. Day	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Veteran's Day	November 11, 2020
Thanksgiving	November 26 – 27, 2020
Christmas Day	December 24 – 25, 2020
New Year's Eve	December 31, 2020
New Year Day	January 1, 2021

\*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. Additional holidays, including religious holidays are subject to extra instructional charges. Subject to change at any time.

### U.S. CONSTITUTION DAY AND VOTER REGISTRATION

KC Beauty Academy celebrates Constitution Day on September 17<sup>th</sup> of every year, to commemorate the September 17, 1787 signing of the Constitution. As required by the Department of Education. Additionally, KCBA encourages all students and staff to vote in every election. You can register to vote online on the Secretary of State's website at [RegisterToVote.ca.gov](http://RegisterToVote.ca.gov). You may also pick up a Voter Registration Card at the front desk at any time.

### CLASS START DATES

#### Cosmetology 2020

Start dates for **FULL-TIME COSMETOLOGY** program:

January 7, 2020	July 7, 2020
February 4, 2020	August 4, 2020
March 3, 2020	September 8, 2020
April 7, 2020	October 6, 2020
May 5, 2020	November 3, 2020
June 2, 2020	December 8, 2020

Start dates for **PART-TIME COSMETOLOGY** program:

January 6, 2020	July 6, 2020
February 3, 2020	August 3, 2020
March 2, 2020	September 8, 2020
April 6, 2020	October 5, 2020
May 4, 2020	November 2, 2020
June 1, 2020	December 7, 2020

#### Esthetician 2020

Start dates for **FULL-TIME AND PART-TIME ESTHETICIAN** program:

January 6, 2020	July 6, 2020
February 3, 2020	August 3, 2020
March 2, 2020	September 8, 2020
April 6, 2020	October 5, 2020
May 4, 2020	November 2, 2020
June 1, 2020	December 7, 2020

## CLASS SCHEDULES

### Cosmetology Full-Time Schedule (40 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
-	10:00 am – 7:00 pm	10:00 am – 7:00 pm	10:00 am – 7:00 pm	10:00 am – 7:00 pm	10:00 am – 7:00 pm	-	40

### Cosmetology Part-Time Schedule (72 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
1:00 pm – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	1:00 pm – 4:00 pm	10:00 am – 4:00 pm	-	-	22.5

### Esthetician Full-Time Schedule (20 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 2:30 pm	-	-	30

### Esthetician Part-Time Schedule (27 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
10:00 am – 1:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 1:00 pm	10:00 am – 4:00 pm	-	-	22.5

### Barbering Full-Time Schedule (47 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	-	-	32.5

### Manicuring Full-Time Schedule (13 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	-	-	32.5

### Barber to Cosmetology Crossover Part-Time Schedule (14 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
1:00 pm – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	1:00 pm – 4:00 pm	10:00 am – 4:00 pm	-	-	22.5

### Cosmetology to Barber Crossover Part-Time Schedule (9 weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
1:00 pm – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	1:00 pm – 4:00 pm	10:00 am – 4:00 pm	-	-	22.5

**Administrative Hours: Tuesday – Friday 10:00 am – 6:00 pm**



## ADMISSIONS POLICY

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.kcbeautyacademy.com](http://www.kcbeautyacademy.com)

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

1. All applicants must complete an Admissions Application and pay a non-refundable registration fee in the amount of \$100.00 prior to entering into an enrollment agreement.
2. Provide proof of age.
3. Provide proof of Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). If the student does not possess an SSN or ITIN, the student will sign a "Statement of Intent", which is a signed acknowledgement by the student that he/she understands that a SSN/ ITIN is required to apply for licensure examinations and that his/her objective in enrolling at KC Beauty Academy is other than licensure. A valid SSN is necessary for the student to complete the process of applying for Financial Aid through the U.S. Department of Education as well as apply for the Board of Barbering and Cosmetology Licensing Exams.
4. Provide proof of successfully completing secondary education in the U.S. such as a high school diploma, official high school transcript that shows high school completion, GED certificate, or a state certification of home-school completion. KC Beauty Academy does not admit ability-to-benefit exam.
  - a) **OUT OF COUNTRY HIGH SCHOOL COMPLETION**  
Should an enrolling student provide a foreign high school diploma/official high school transcript, the student is responsible for providing an English translation of the document along with confirmation that the education received is equivalent to completion of U.S. secondary education from a third-party agency that is qualified to perform foreign academic credential evaluations and translations.
  - b) **HOME SCHOOL HIGH SCHOOL COMPLETION**  
If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school, you will need 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.
5. All classes are taught in the English language. English proficiency will be determined by the successful completion of high school at which English is the sole language of instruction, GED certificate, undergraduate degree from the U.S., or standardized English proficiency exam completion that meet minimum score requirements. In the case the student cannot produce documentation of English proficiency using the methods listed above, an interview will be conducted by the admissions office to determine the student's English proficiency.
6. KC Beauty Academy does not admit students who have record of a felony conviction.

### CROSSOVER APPLICANTS ONLY

7. Students looking into either the Barber to Cosmetology Crossover program or Cosmetology to Barber Crossover program must hold a valid and current California Board of Cosmetology and Barbering license in either Barbering or Cosmetology respectively.

## VERIFICATION OF HIGH SCHOOL DIPLOMA

KC Beauty Academy will verify the authenticity of the student's high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide an official 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. For students who have completed high school in a foreign country, the student will be asked to provide a high school equivalency report along with their original high school diploma. For more information on how to obtain a high school equivalency report, please contact the school's Admission Advisor.

## 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. 18<sup>TH</sup> Floor Phone (213)241-3150

### **ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS**

KC Beauty Academy has 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 e-mail: [www.info@kcbeautyacademy.com](mailto:www.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. There is no additional fee associated with international students. NOTE: In order to take the State Board licensing examination, a Social Security Number or an Individual Taxpayer Information Number 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.

### **SCHOLARSHIPS.**

KC Beauty Academy does not offer scholarships.

### **TRANSFER OF CREDITS TO KC BEAUTY ACADEMY**

This Academy has not entered into any transfer or articulation agreements with any other college or university.

### **IN-STATE PRIOR HOURS**

Prior hours will be granted to students who have trained at a California Board of Barbering and Cosmetology approved school and/or who have a current license with the Board. KC Beauty Academy reserves the right to determine the number of clock hours accepted. Prior hours must be accepted and applied prior to signing an Enrollment Agreement. KC Beauty Academy will NOT grant hours after the Enrollment Agreement has been executed.

### **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.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov). The Board of Barbering and Cosmetology will then issue a letter indicating any deficient clock hours and/or credits that must be completed at an approved California school.

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.

### **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 \$100.00 non-refundable registration fee. The cost of the 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.

## **ACADEMY POLICIES & INFORMATION**

### **ATTENDANCE POLICY**

Regular attendance and punctuality will help develop the good habits necessary for successful careers. Students must attend all classes according to their schedule indicated on their Enrollment Agreement. Attendance is verified by clock in time and roll call. A student who is not present at roll call will not receive clock hour credit. Attendance must be maintained at an average of 67% or above of their scheduled hours of attendance. The student is expected to complete the course of study within the 150% of the period of time stated in the enrollment agreement. In the event that an absence is necessary, a student must call the school to report the absence that same day and prior to beginning of class. The student must provide documentation for an absence, such as a doctor's note or court documents. If a student is found to be off campus for more than their allotted break time they will be clocked out for any excessive time.

If the student is **absent 14 consecutive calendar days**, the school will withdraw him/her unless a leave of absence has been granted. The school registrar will review excessive tardiness and/or absences with the student to determine possible corrective action. Student's hours and operations once properly earned by the student will not be taken away from the student's records based on disciplinary actions by the school.

### **ATTENDANCE STATUS**

Full-time enrollment is defined as any student scheduled to attend 24 hours or more per week. Part-time enrollment is defined as 20 or more but less than 24 hours per week.

### **TARDY POLICY**

Daily attendance and punctuality are essential to the success of each student as they are preparing for excellence in their program and later in the beauty industry. All students must be clocked in before or AT the time their scheduled class start time to receive full clock hour credit for that day. Student's time begins at the minute they clock into school using the biometric time clock system. To be considered not tardy, KC Beauty Academy students must be clocked in, seated in their assigned classroom, in uniform and ready to begin with their class work when roll-call is taken at 10:15 a.m. Tardiness is considered unexcused time as it portrays unprofessional behavior. Students are given until 10:15 a.m. or 1:15 p.m. depending on their schedules to be not considered tardy. Students who are tardy, will be asked to leave until their practical portion of their class begins after lunch. Should the student arrive late more than five times in a one-month period, they will be suspended for one full day.

### **LATE WORK POLICY**

If a student is not present at the time exams are given, the student will have a chance to take their missed exam **ONLY** with serious and compelling reason of the student's absence and instructor approval. Re-exams will be given based on the instructor's discretion and announced to all students who are eligible to retake an exam. All students who do not take an exam on the day it was given, and with no viable excuse of their absence/tardy, 10% will be taken off from any work that is turned in late.

### **MAKE UP WORK POLICY**

Students who score below 70% on exams may request to retake the exam. The final score will be determined by taking the average of both exams.

### **MAKE UP HOURS POLICY**

Students have the opportunity to make up hours once the student has reached 75% of their scheduled time. A student cannot request to make-up hours if they have not exhausted their 14-calendar grace period added on their on-time graduation date stated on their Enrollment Agreement. To request to make-up hours, the student must submit a written request and schedule a meeting with the school registrar.

<b>PROGRAM</b>	<b>SCHEDULED HOURS</b>
Cosmetology	1200
Barbering	1125
Esthetician	450
Manicuring	300
Cosmetology to Barber Crossover	150
Barber to Cosmetology Crossover	225

## TIME CLOCK POLICY AND PROCEDURES

KC Beauty Academy will only recognize time-clock recorded hours of attendance and uses a biometric fingerprint system to ensure that students record their attendance at the start, lunch period, and end of the day. A thirty (30) minute lunch break shall be taken when a student attends 6 or more hours a day. If attending 8 hours or more, two thirty (30) minute breaks are required to be taken. At the completion of the day, the daily hours and operation earned are recorded.

## STUDENT RECORD OF APPLIED EFFORT

Student record of applied efforts are an important factor to your success at KC Beauty Academy. Student record of applied effort, referred to as time cards, reflect the student's daily record of technical instruction (measured in hours) and practical operations (actual operations completed – not hours). An instructor must document each operation on the student record and initial to verify the validity of the timecard. However, it is also the responsibility of students to ensure the appropriate credits are being awarded and that prior hours and credits are being transferred correctly every week. In order to complete the course of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. If you are clocked in at the school, you are required to be in applied effort, meaning, you are to be engaged in assigned practical activities, self-study activities (authorized by your instructor), or participating in a class. In all cases, your activities while being clocked in must be related to training for your course of study. Personal grooming, leaving the building, reading materials not related to your training, or engaging in activity not related to your training will not be tolerated. You will be asked to stop such activity or to clock out for the remainder of the day. Continued activities unrelated to your program of study could result in your termination. **Time cards CANNOT be taken or removed from school premises. Lost time cards will cause the loss of applied effort for the period covered on the lost time card.**

## GRADUATION REQUIREMENTS

All students must complete the clock hour requirement of their respective program and tuition accounts must be paid in full. Additionally, students must complete the required theory hours and practical operations in the course of study with a GPA of 70% or above. After completion of all graduation requirements, the student will be awarded a certificate and Proof of Training document certifying the successful completion of their program. For all of the institution's educational programs, a final examination is not required in order for a student to graduate. Students are assisted in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board examination.

## STATE BOARD EXAMINATION REQUIREMENTS AND COSTS

To be eligible to take the California Board of Barbering and Cosmetology licensing examinations, students must be at least seventeen years of age, have completed the 10<sup>th</sup> grade (or equivalent) have a Social Security number or ITIN number and have 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 an approved California school, present a valid government issued ID, file an Application for Examination, and remit an examination fee. Students must furnish an examination kit, traveling expenses, and pay all necessary fees to the Board of Barbering & Cosmetology Examination centers (located in Los Angeles and Fairfield).

## PRE-APPLICANTS

Students are eligible to apply for the Pre-Application for Examination with Board of Barbering & Cosmetology when they have completed 75% of their respective program. The pre-application assists the student in obtaining a date closer to his/her graduation date. KC Beauty Academy also requires students who wish to submit a pre-application for examination to be in good standing with the school's academic and attendance policies, to be graduating within the contracted time frame as stated on the student's Enrollment Agreement, and the student's tuition account is paid in full or has made the necessary arrangements to pay before graduation.

EXAM	COST
Cosmetology Exam and License Fee	\$125.00
Cosmetology Pre-Application Exam and License Fee (1200 hours)	\$134.00
Esthetician Exam and License Fee	\$115.00
Esthetician Pre-Application Exam and License Fee (450 hours)	\$124.00
Barbering Exam and License Fee	\$125.00
Barbering Pre-Application Fee (1125 hours)	\$134.00
Manicuring Exam and License Fee	\$110.00
Manicuring Pre-Application Fee (240 hours)	\$119.00

## **LEAVE OF ABSENCE (LOA) POLICY**

Students must follow the institution's policy in requesting a Leave of Absence (LOA). Students may request a LOA for reasons not limited to illness, death in the family, or other emergency circumstances. A student must submit their LOA request in advance, in writing outlining the circumstances, duration of leave, documentation, and student's signature; unless unforeseen circumstances prevent the student from doing so. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen circumstance. Written requests are reviewed on an individual basis and must be approved by the School Director. A denial of a LOA request may occur if the School Director determines that the request has unrealistic expectations for return of the student. LOA request for medical purposes require medical documentation. A LOA may not normally exceed 60 days, unless an unforeseen circumstance extends a leave of absence - not to exceed 180 days in a 12-month period. A LOA may only be granted once the student has been enrolled for at least 90 days (3 months), unless mitigating circumstances exist. Students will not assess any additional charges as a result of an approved LOA. A student granted a LOA that meets this criterion is not considered to have withdrawn, and no refund calculation is required at that time. KC Beauty Academy will extend the student's contract period by the same number of days taken in the leave of absence. Upon the student's return, an addendum to the enrollment agreement will be generated and must be signed by all parties. The student's contract end period and maximum time frame will be extended by the same number of days in the leave of absence.

## **FAILURE TO RETURN FROM AN APPROVED LOA**

If a student does not return at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Students who fail to return to class as scheduled following a LOA will be terminated from the program. Students who have received Federal Student Loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse impact on the student's loan repayment schedule. Students will only be eligible for Federal Pell Grant while on an approved LOA. Students will not be eligible for any of their student loan while on a LOA. Federal Loan programs provide students with a grace period which delays the student obligation to begin repaying their loan debt for 6 months (180 days) from the last day of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted forcing the borrower to begin making payments immediately.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **UNOFFICIAL WITHDRAWAL**

**If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program.** The date of withdrawal will be determined as the fourteenth (14<sup>th</sup>) day the student was absent from school. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

## **AUTOMATIC WITHDRAWAL**

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 14 consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date. Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance.
- Failure to maintain satisfactory progress for two consecutive evaluation periods.
- Failure to fulfill cash pay schedules for three consecutive months.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) is the qualitative and quantitative measures used by an institution to determine the extent to which students are making adequate progress toward completion of a course of study within a specified time. KC Beauty Academy's SAP Policy applies to all enrolled students and is utilized to assess the student's progress throughout their program and measures progress in the student's attendance and academics. Students receive notice of the institution's SAP Policy and the institution's minimum requirements prior to enrollment.

To meet Satisfactory Academic Progress, students must:

1. **Maintain a cumulative rate of attendance of 67% or above.**
2. **Maintain a cumulative qualitative academic performance average (GPA) of 70% or above on all exam, practical assessments, and other required course work.**
3. Complete the course within a maximum time frame of 150% of the published length of the educational program measures in clock hours. The maximum time frame for KC Beauty Academy's programs have been listed below. Students who exceed 150% of course length are considered to NOT be making satisfactory academic progress and will be terminated.

KC Beauty Academy's evaluation periods are based on the student's scheduled hours. Students meeting the minimum requirement for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation. Students returning from a leave of absence will have their contract period and maximum time frame extended by the same number of days taken in the leave of absence. All evaluations must be completed within seven (7) school business days following the established evaluation points. At this time, the student meets with the School Director to discuss their SAP status and are given access to their evaluation results. Students can request to receive a hard copy of their SAP evaluation at the time of this meeting.

### GRADING SCALE

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

### EVALUATION PERIODS

KC Beauty Academy evaluates its student's attendance and academic progress at predetermined times throughout the student's programs according to their scheduled hours. At each evaluation period, students will meet with the School Director and be informed whether they are meeting satisfactory academic progress. The following table represents the evaluation periods for the school's programs according to scheduled clock hours. All evaluations must be completed within seven (7) School Business Days following the established evaluation points.

PROGRAM	EVALUATION PERIOD (Scheduled Hours)
Cosmetology	450, 900, 1250, 1600
Esthetician	300, 600
Barbering	375, 750, 1125, 1500
Manicuring	200, 400
Cosmetology to Barber Crossover	100, 200
Barber to Cosmetology Crossover	150, 300

### ACADEMIC YEAR

Academic year is the amount of academic work students enrolled in a course of program must complete each year, and the time period in which they are expected to complete it. KC Beauty Academy's academic year for all programs is 900 hours. The first evaluation must occur no later than the mid-point of: the academic year or the program, whichever occurs sooner.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Program	Program Clock Hours	Approved Length of Course Based on 100% Attendance (weeks)	Maximum Time Frame (150%) Allowed
Cosmetology (full-time, 40 hrs./week)	1600	1600 hrs., 40 weeks	2400 hrs., 60 weeks
Cosmetology (part-time, 22.5 hrs./week)	1600	1600 hrs., 72 weeks	2400 hrs., 107 weeks
Esthetician (full-time, 30 hrs./week)	600	600 hrs., 20 weeks	900 hrs., 30 weeks
Esthetician (part-time, 22.5 hrs./week)	600	600 hrs., 27 weeks	900 hrs., 40 weeks
Barbering (full-time, 32.5 hrs./week)	1500	1500 hrs., 47 weeks	2250 hrs., 70 weeks
Manicuring (full-time, 32.5 hrs./week)	400	400 hrs., 13 weeks	600 hrs., 19 weeks
Cosmetology to Barber Crossover (part-time, 22.5 hrs./week)	200	200 hrs., 9 weeks	300 hrs., 14 weeks
Barber to Cosmetology Crossover (part-time, 22.5 hrs./week)	300	300 hrs., 14 weeks	450 hrs., 21 weeks

The maximum time allowed for students with previous hours, who need less than the full course requirements, will be determined based on 67% attendance rate of the scheduled contracted hours. Students must complete the course within 150% of course length as defined in the enrollment agreement. Students who exceed 150% of course length are considered NOT to be making satisfactory academic progress and will be terminated.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. A student will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students who do not achieve the minimum standards are no longer eligible for Title IV program funds, if applicable, unless the student is on *warning* or has prevailed upon appeal resulting in a status of *academic probation*. The institution is required to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

## WARNING PERIOD

Students who fail to meet minimum requirements for attendance or academic progress are placed on a warning status. The student will still be able to receive Title IV funds on warning status. The student will be advised in writing on the actions required to obtain 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 required for satisfactory academic progress, the student will be determined as NOT making satisfactory academic progress and will 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 will be considered not making satisfactory academic progress and are not eligible to receive Title IV funds. In order for the student to be placed on academic probation and continue to receive federal financial aid, the student MUST APEAL the satisfactory academic progress decision within the next 10 days and prevail upon appeal. Additionally, only students who have the ability to meet the satisfactory progress policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will be deemed ineligible to receive Title IV funds. Students will be required to bring their academic and/or attendance rates to satisfactory levels in order to have financial aid reinstated.

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting

documentation for the reasons why the determination should be reversed. The documentation should also include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on academic probation and federal financial aid will be reinstated, if applicable.

#### **RE- ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

#### **TRANSFER HOURS (SAP)**

With regards to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. For transfer students, the SAP will take place at the midpoint of their program or at the institution's established evaluation periods.

#### **NON-CREDIT, REMEDIAL COURSES, REPETITIONS**

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

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted due to a leave of absence, the student will return to school in the same progress status as prior to the leave. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's attendance percentage calculations. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A leave of absence and/or failure to return from a leave of absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.



## **SCHOOL RULES AND REGULATIONS**

### **STUDENT CONDUCT**

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 and will be held responsible for their actions while in attendance at KC Beauty Academy:

1. 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.
2. Students will be held responsible for any theft or damage done to the institution's property and will be expected to reimburse the institution for such damages or loss.
3. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing.
4. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on School or externship property.
5. Students may not be in possession of any type of weapons or create a safety hazard to others while on school property.
6. Animals are not permitted on the school grounds, with the exception of animals designated to assist the physically impaired.
7. The school does not provide child care services. Children are not permitted in the instructional areas.
8. Students must adhere to all required health and safety standards.
9. The school is a non-smoking facility. Smoking is permitted outside of the building.
10. No use of cell phones during class time unless authorized by the instructor. Please provide your family members with the school's phone number (213) 253-9999 for emergencies.

Violation of any of the guidelines listed above may result in probation, loss of pre-application privileges, suspension, or dismissal form KC Beauty Academy.

**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 their student ID tags. (ID replacement \$5.00)
- No shorts or 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.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **THE STUDENT HAS THE RIGHT TO ASK THE SCHOOL:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to the students who drop out.
- What financial assistance is available; including information on federal, state, local and institutional financial aid programs.
- What procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.

- What the interest rate is on any student loan you have, the total amount you must repay, when you must start prepaying, and what cancellation or deferment (postponement) provisions apply.
- To consider your aid package, if you believe a mistake has been made, or if our enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and series are available to the handicapped

#### **IT IS THE STUDENT'S RESPONSIBILITY TO:**

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, correction and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. Read and sign that you understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to compete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.
- If you have a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.

#### **SUSPENSION AND TERMINATION**

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. If a student is suspended, the student will be notified of the problem and what the student must do to correct the problem. A student may be suspended or terminated from KC Beauty Academy for any infraction or noncompliance with the academy policies, rules, and academic failure. The Academy reserve 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 satisfactory clinical standards.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the academy.
- Fails to comply with federal software piracy statues forbidding the copying of licensed computer programs.
- Regardless of the average level of attendance, students who have more than 14 consecutive calendar days of absences, will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy).

#### **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](http://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 absence the School Manager, at 706 E. 1<sup>st</sup> 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: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834; Mailing Address: P.O Box 980818, West Sacramento, Ca 95798-0818 phone (916)431-6959 or (888)370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)
  - b. National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA, 22314 Phone (703)600-7600
  - c. Board of Barbering and Cosmetology P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 445-7061

### **NO WEAPONS POLICY**

KC Beauty Academy prohibits all persons who enter its property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal for KC Beauty Academy.

### **DRUG ABUSE PREVENTION PROGRAM**

KC Beauty Academy strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following contact information to its students, staff, and instructors. Any individual associated with KCBA who is seeking information counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Los Angeles Center for Alcohol and Drug Abuse  
473 East 3<sup>rd</sup> Street A&B  
Los Angeles, California 90012  
(213) 626-6411

### **CRIME AWARENESS**

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), KC Beauty Academy provides students with current campus security policies and procedure. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the Academy campus.

### **COPYRIGHT INFRINGEMENT POLICY**

Copyrighting 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 copyright work. In the file sharing context, downloading or uploading substantial parts of the 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 cost and attorneys’ fee. For details, see Title 17, United States Code, Sections 504,505. Will 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 website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

### **EMERGENCY PLAN**

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

### **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 a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to the institution's property.

### **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 use their own form of transportation. 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.

### **CHANGE OF SCHEDULE**

Students may change their schedule on one occasion during their time at KC Beauty Academy from either:

1. Full-time schedule to part-time
2. Part-time schedule to full-time

### **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**

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 to management directly so the problems and concerns can be addressed and rectified in a timely manner.

## **STUDENT SERVICES**

KC Beauty Academy's staff is always available to attend the needs of the student body at KC Beauty Academy. Student services are available for students with information regarding transportation, childcare, and professional counseling services available within the community, as well as attend to any other special concerns that may arise while attending KC Beauty Academy.

## **ACCESSIBILITY FOR DISABLED STUDENTS**

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

## **ADVISORY SERVICES**

Advisory services are provided to any student on 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, financial or legal advice. Students can make an appointment with the School Director, Financial Aid Officer or instructor of their preference to provide advisory services.

## **CAREER OPPORTUNITIES**

Graduates who receive their licenses have careers that can include: hair stylist, skin care specialist, nail technician, barber, makeup artist, salon manager or owner, salon trainer, product representative, educator, platform artist.

## **STANDARD OCCUPATIONAL CLASSIFICATION CODES**

- 39-5091 Artists, Special Effects Makeup
- 39-5093 Assistants, Shampoo
- 25-1194 Barbering Instructors
- 39-5011 Barbers
- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
- 39-5011 Barbers, Master
- 39-5094 Estheticians, Medical
- 39-5012 Hairdressers
- 39-5012 Hairdressers, Hairstylists, and Cosmetologists
- 39-5012 Hairstylists
- 39-5091 Makeup Artists, Performance
- 39-5091 Makeup Artists, Theatrical
- 39-5091 Makeup Artists, Theatrical and Performance
- 39-5092 Nail Technicians
- 39-5094 Skincare Specialists

## **CAREER SERVICES**

KC Beauty Academy actively assists students in obtaining desirable employment in their respective fields, however, the school does not guarantee placement. Job placement assistance is provided by inviting employers to meet and speak with students, job opportunities posted to the student board, and job opportunities sent via e-mail blasts. Students may request additional counseling sessions at any time.

## **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. Participation in the externship program is unpaid and voluntary for both students and salons.

The following are the 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 Barbering) 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 begins 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.

### **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 institution and generally within Los Angeles. Average rent for Los Angeles County is \$1,416 per month in 2020.

### **LIBRARY AND LEARNING RESOURCES**

KC Beauty Academy maintains a library of supplemental resources for student use. 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, magazine publications, and books. See an instructor or staff member for permission to take books home overnight; all books must be returned to the school the following day.

### **ORIENTATION**

All new students attend orientation on the first day of class. Students will be informed of the date and time of orientation during their enrollment meeting.

### **PARKING AND TRANSPORTATION**

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 1<sup>st</sup> and Alameda St.

### **TUTORING ASSISTANCE**

Staff and faculty are readily available to assist students experiencing academic difficulties. Students are encouraged to meet with their instructors to discuss any academic concerns or skill building practices. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or School Director. If the student requires or desires assistance outside of the realm of the institution's capabilities, the school limits its responsibilities in providing assistance in finding an outside tutor.

### **VACCINATION POLICY**

KC Beauty Academy does not require vaccinations for admission into our program. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

## **FINANCIAL AID CONSUMER INFORMATION**

KC Beauty Academy is approved for and participates in the following USDE Title IV program intended to defray the cost of attending for those students eligible for financial aid consideration:

- Federal PELL Grant
- Direct Federal Stafford Loan
  - Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)
  - Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance)
- Federal Direct PLUS Loan (Interest earned while in school for parents of dependent undergraduate students)

## **FINANCIAL AID INFORMATION**

If you wish to apply for financial aid or you have questions, contact the financial aid office at the school. Additional information regarding students aid programs may be found on the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (EST) Monday through Friday at 1-(800) 433-3243. Internet access is also available at <http://www.fafsa.ed.gov>.

## **FINANCIAL AID MECHANISM**

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of Academy attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must pay in accordance with the individual loan program terms. Most of the loans can be arranged to required payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid was awarded to students who have “need.” Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

## **NSLDS DISCLOSURE**

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

## **COMPLIANCE STATEMENT**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security number is mandatory. The Social Security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

## **STUDENT ELIGIBILITY REQUIERMENTS:**

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on a Stafford Loan/SLS/PLUS/Direct Loan at any school
- Have financial need
- Be making satisfactory progress (as defined by the school’s policy) in the course of study
- Be registered with selective service (if a make between the age of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have a high school diploma (or its equivalent) or a GED
- Agree to use any federal student aid received solely for educational purposes

## **CALIFORNIA DREAM ACT:**

KC Beauty Academy is a private institution and is not eligible to receive funding under the California “Dream Act (AB 540) which provides in-state tuition benefits for undocumented students and certain other student who attend or will attend public universities in

California. Undocumented AB540 students are not eligible for federal student aid, including Pell or other grants, government loans, and federal work-study. Federal financial aid is not available for students who are applying as non-immigrant alien international students under M-1 Visa status.

### **APPLICATION FOR AID, PROCEDRES, AND FORM**

The Free Application for Federal Student Aid (FAFSA) needs to be completed as instructed on the form. This form can be accessed and filled out online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Alternatively, an application called “my student aid” can be downloaded and FAFSA can also be filled out via this phone app. Documentation to substantiate the date entered on the form may be required by the financial aid office. Assistance in completing the form online is available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

### **DEFINITIONS RELATED TO FINANCIAL AID**

The following definitions correspond to some common financial aid terms:

**ACADEMIC YEAR:** An academic year is a period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be minimum of 13/15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A clock hour is a period of 50 to 60 minutes of supervised instruction during a 60-minute time period.

**COST OF ATTENDANCE (COA):** Institutional charges for tuition, fees, and books a combined composed the cost of attendance or educational budget for an academic year or less.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV Funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days form the day the credit balance was generated. Students must be responsible to budget their own funds and to ensure that the funds are used for education related expenses.

**EXPECTED FAMILY CONTRIBUTION (EFC):** The EFC is the application of the U.S. Congressional formula to the student’s family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the students cost of attendance.

### **FINANCIAL AID ELIGIBILITY – CITIZEN/ELIGIBLE NON-CITIZEN**

You must be one of the following to receive federal student aid:

- U.S Citizen
- U.S National
- U.S Permanent resident who has an I-551 or I-551C (Alien Registration receipt card)
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
  - Refugee
  - Asylum Granted
  - Parole for a minimum of one year that has not expired
  - T-Visa holder (T-1, T-2, T-3,etc)
  - Cuban-Haitian entrant
  - Holder of a valid certification or eligibility letters for the Department of Human Services showing a designation of “Victim of Human Trafficking”

### **NON-FINANCIAL AID ELIGIBILITY – NOT – ELIGIBLE**

If you are in the U.S. under one of the following conditions, you are NOT eligible for federal aid:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)
- Dream Act (AB540)

**DEPENDENT STUDENT:** A dependent student is an individual who does not meet the independent student criteria. The student is required to submit with his/her application, student and parents’ income and assets data.

**DEPENDENT:** A dependent is an individual other than the spouse who has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student’s parent(S), that individual would be a dependent of the parents(s) NOT a dependent of the student.



**INDEPENDENT STUDENT:** An independent student is an individual who criteria would answer “yes” to any of the following questions:

- You were born before Jan.1,1996
- As of today, are you married? (Separated by not divorced)
- At the beginning of the 2019 -2020 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you now have or will you have children who will receive more than half of their support from you between July1, 2019 and June 30, 2020?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2018, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1,2018, did the director of an emergency shelter or transitional housing program funded by the I.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self – supporting and at risk of being homeless.
- At any time on or after July 1, 2018, did the director or a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and tat risk of being homeless?

**PARENT(S):** For the purposes of financial aid programs, “a parent” is the mother and /or father or adoptive parents, stepparent or legal guardian – not foster parents.

**PAYMENT PERIOD:** A payment period is defined as 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the Expected Family Contribution (EFC) from a student’s Cost of Attendance (COA).

**WITHDRAWALS:** Students are officially withdrawn on the date of notification, date terminated by the institution, or the date the student failed to return from an approved leave of absences. The official determination date that the student is no longer enrolled in school will always be 14 calendar days from the students last date of attendance.

**RECOVERIES:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs are still due from the student, those funds are repayable at the rate or 50%. Grant funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may take repayment arrangements with the U.S. Department of Education within 45 days from the student’s withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date first to FPELL and then to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENTS:** A student, who attended a post-secondary institution before the enrollment at KC Beauty Academy, is required to provide a Financial Aid Transcript from each of the institution attended within the last year or at the school’s discretion before the enrollment at this institution. Aid from other programs may be advanced to cover the first payment period.

## **VERIFICATION PROCESS**

Federal regulations 34 C.F.R. Part 668, Sub-part E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the title IV programs requires schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification polices apply to all

applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus – Based aid, nor certify Stafford/PLUS or Direct Loan applications, until completion of verification process.

### **WHO MUST BE VERIFIED**

The policy of his school shall be to verify those students selected by the need analysis (ISIR) system for verification.

### **VERIFICATION EXCLUSIONS**

Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration - Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status – Applicant arrived in the U.S. during calendar years 2018 and 2019.
- Certain spouse/ parent stats:- Spouse or parent information is not required to be verified if the spouse or the parent is deceased or physically incapacitate, residing in a country other than the United States and cannot be contacted by normal means, or can't be located because the address is unknown and cannot be obtained by the applicant.
- Competed verifications – If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  1. Letter stating that the verification process was completed.
  2. Copy of the application data that was verified, and signed.
  3. If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  4. A completed Financial Aid Transcript.
- Pacific Island residency status – Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Marian Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of the dependent student must also be citizens of one of these territories. To document the basis for this exclusion the applicable permanent mailing address.
- No funds disbursed – The applicant will not receive federal aid funds.

### **REQUIRED VERIFICATION ITEMS**

Students who were selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

### **DOCUMENTATION REQUIRED:**

Student, spouse and / or parents (as applicable IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it) KC Beauty Academy Institutional verification document, signed by student and/or parents. Applicants shall complete the appropriate sections of the Verification Worksheet 2019-2020. There are two different worksheets: One for Dependent Students and one for Independent Students. Use the worksheet to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. **The school's financial aid officer may require/provide other appropriate forms. Other documentation may be required.**

### **TIME PERIOD FOR PROVIDING DOCUMENTATION**

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2020 whichever is earlier.

### **APPLICANT RESPONSIBILITIES**

To be eligible to receive Title IV Funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are corrected as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the house hold
- Number of family members in the household now enrolled as at least half-time students on post-secondary institutions.
- Change in dependency status
- Federal PELL Grant applicant whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculate. This process does not apply if the change occurs due to marriage.
- **The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.**

### **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):**

If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from date of the request. The school must the advice applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof and verification is complete.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

### **INTERIM DISBURSEMENTS**

The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV Funds.

### **TOLERANCES**

If there are non-dollar errors and if the errors in dollar items total less than \$400, there is no requirement to recalculate the student's EFC.

### **NOTIFICATIONS OR RESULTS OF VERIFICATION**

The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

### **REFERRAL PROCEDURE**

The school shall forward to the Secretary of Education referral of fraud cases.

### **NOTICE TO THE STUDENT OF LOAN REPAYMENT OBLIGATION**

- (A) If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.
- (B) If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:
  - (i) The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitle to reduce the balance owed on the loan.
  - (ii) The student may not be eligible for any other federal financial assistance for education at a different school of for government housing assistance until the loan is repaid.

### **DISCLOSURE OF EDUCATION RECORDS – FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. A student should submit to the Financial Aid Office, a written request that identifies the records(s) the student wishes to inspect. A Financial Aid Official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Institution to amend a record should write the Institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Institution decides not to amend the record requested the Institution will notify the student in writing of the decision and the Sudeten's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the Institution discloses personally identifiable information from the student's education records, except with the extent that FERPA authorizes disclosure without consent. The Institution discloses education records without a student's prior written consent under the FERPA exceptions for disclosure to Institution officials with legitimate educational interests. An Institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted as its agent to provide a service instead of using Institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, such as a disciplinary or grievance committee or assisting another Institution official in performing his or her tasks. An institutional official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution. Upon request, the institution also discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

The Institution does not release any information known as Directory Information.

#### **RIGHTS OF PRIVACY & RETENTION OF STUDENT RECORDS**

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling reports. Students records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a six (6) year period. Students may request a review of their records by writing to the School Director. All such reviews will be scheduled during regular school hours under appropriate supervision. The institution retains student transcripts permanently. KC Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, reprint of Diploma, or copy of Proof of Training document. The student's financial accounts must be current prior to the institution furnishing any certificates or Proof of Training documents.

**\*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.**

## TUITION & FEES

PROGRAMS COSTS						
Program	Registration Fee (Non-Refundable)	Tuition	Supplies (Non-Refundable)	Textbooks (Non-Refundable)	STRF (Non-Refundable)	Estimated Total Charges for the Current Period of Attendance and the Entire Educational Program
<b>Cosmetology</b> SOC CODE 39.5012 CIP CODE 12.0401	\$100.00	\$14,000.00	\$1,250.00	\$250.00	\$0.00	<b>\$15,600.00</b>
<b>Barbering</b> SOC CODE 39.5011 CIP CODE 12.0402	\$100.00	\$12,000.00	\$1,900.00	\$220.00	\$0.00	<b>\$13,200.00</b>
<b>Esthetician</b> SOC CODE 39.5094 CIP CODE 12.0409	\$100.00	\$7,000.00	\$1,060.00	\$300.00	\$0.00	<b>\$8,460.00</b>
<b>Manicuring</b> SOC CODE 39.5092 CIP CODE 12.0410	\$100.00	\$3,000.00	\$240.00	\$260.00	\$0.00	<b>\$3,600.00</b>
<b>Barber to Cosmetology Crossover</b> SOC CODE 39.5012 CIP CODE 12.0401	\$100.00	\$2,625.00	\$1,250.00	\$250.00	\$0.00	<b>\$4,225.00</b>
<b>Cosmetology to Barber Crossover</b> SOC CODE 39.5011 CIP CODE 12.0402	\$100.00	\$1,600.00	\$880.00	\$220.00	\$0.00	<b>\$2,800.00</b>

### KC BEAUTY ACADEMY FINANCING

KC Beauty Academy offers its students financing options to pay for their program in monthly installments with zero (0%) interest. The following is the monthly payment plan for students paying the tuition cost in full.

Program	Registration Fee (Non-Refundable)	Supplies (Non-Refundable)	Textbooks (Non-Refundable)	STRF (Non-Refundable)	Total Deposit Due Before the First Day of Class
<b>Cosmetology</b>	\$100.00	\$1,250.00	\$250.00	\$0.00	\$1,600.00
Full-Time	Payments of \$1,400.00 for 10 Months				
Part-Time	Payment of \$825.00 for 1 <sup>st</sup> Month / Payments of \$775.00 for 17 Months				
<b>Esthetician</b>	\$100.00	\$1,060.00	\$300.00	\$0.00	\$1,460.00
Full-Time	Payments of \$1,400.00 for 5 Months				
Part-Time	Payments of \$1,000.00 for 7 Months				

## TEXTBOOKS

Students may purchase their own textbook and workbook as long as the items are exactly the same as those offered through the kit. Notice that the student will be purchasing their own books must be made before the enrollment contract is completed. Currently used textbook editions and ISBN numbers are provided below:

### **Cosmetology and Barber to Cosmetology Crossover**

Milady Standard Cosmetology, 13<sup>th</sup> Edition  
Hardcover Textbook – ISBN-13: 9781285769417  
Theory Workbook – ISBN-13: 9781285769455  
Practical Workbook – ISBN-13: 9781285769486

### **Barbering and Cosmetology to Barber Crossover**

Milady Standard Barbering, 6<sup>th</sup> Edition  
Textbook – ISBN-13: 978130510058  
Student Workbook – ISBN-13: 978130510064

### **Esthetician**

Milady Standard Esthetics: Fundamentals, 12<sup>th</sup> Edition  
Esthetics Fundamentals and Foundations Textbook Package – ISBN: 9780357263792  
Foundations Workbook – ISBN: 9781337095273  
Esthetics Workbook – ISBN: 9781337095044

### **Manicuring**

Milady Standard Nail Technology, 7<sup>th</sup> Edition  
Textbook – ISBN-13: 9781285080475  
Student Workbook – ISBN-13: 9781285080512

## EXTRA INSTRUCTIONAL CHARGES

Students are expected to complete their training within the specified time frame as outlined in their 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 at the rate of \$10.00 per remaining clock hour. Students will not be allowed to clock in until applicable fees are paid in advance. This charge is not covered through any form of Federal Financial Aid. At the time the student exceeds his/her original Enrollment Agreement, an addendum will be made to reflect the hours needed to complete the program and the additional charges.

## TRANSCRIPTS

We retain student's transcripts permanently. KC Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, reprint of Diploma, or copy of Proof of Training document. The student's financial accounts must be current prior to the institution furnishing any certificates or Proof of Training documents.

## METHODS OF PAYMENT

Upon enrollment, the tuition and fees are due and payable in full. However, payment plans may be devised by the school wherein the balance can be paid in monthly installments until tuition is paid in full. KC Beauty Academy accepts cash, checks, money order, credit card for payment on all tuition-related fees and charges. **All credit card transaction will incur a 3% transaction fee. Payments made in accordance with the student's payment schedule are due on the 10<sup>th</sup> of each month. Late payments are subject to a \$10.00 fee. Check that are returned for non-sufficient funds will be assessed a \$25.00 processing fee.** Federal Student aid is available for those who qualify to cover educational expenses. Financial aid may be in form of a Grant (no repayment required) or student loans. It is also our policy to discourage students from borrowing loans funds unless necessary. Due to sanitary reasons the equipment once issued and accepted by the student, is no longer returnable to the school for any reason. The kit contents become the responsibility and property of the student.

**NOTICE: Should the student complete the program earlier than the estimated timeframes stated in the contract, the student's financial aid package may be recalculated, which may result in liabilities owed by the student and/or institution if applicable.**

## **CANCELLATION AND REFUND POLICY**

### **MANDATED BY THE STATE OF CALIFORNIA**

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program, cancellation, or school closure.

### **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. However, the registration fee of \$100.00 is non-refundable. The notice of cancellation shall be in writing and submitted directly to the School Director, 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 prorated refund to students who have completed 60% or less of the program's scheduled hours, less the cost of the registration fee of \$100.00, equipment received, or any other non-refundable fees such as late charges or transaction fees. Students who have completed more than 60% of their program's scheduled hours are not eligible for a refund. 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 \$100.00 is a non-refundable item. Late fees and transaction fees, if incurred by the student during their program, are also considered non-refundable items. Supplies and textbooks once received by the student are considered non-refundable and will represent a liability to the student.

If the student cancels the agreement within the cancellation period, the school will refund any money paid, less the \$100.00 registration fee, equipment received, and any other non-refundable fees. If the student withdraws from the school after the cancellation period, the refund policy above will apply. If the amount that the student has paid is more than the amount owed for the time attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that the student owes is more than the amount already paid, an arrangement with the institution will be made to pay the remaining balance. Note: Proof of Training document, will not be released until all monies owed to the school are paid.

### **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 <b>School Director</b> of your intent to withdraw. Only the School Director would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week (14 consecutive calendar days) and fail to inform the school that you are not withdrawing.
The date you failed to returned as scheduled form 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.

### **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) Provided 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.

## **FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS**

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the state to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the Academy and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

### **RETURN OF TITLE IV (R2T4)**

Special to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG, 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.

If any refunds are due based on the Return of Tile 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 intuition.

### **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 enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be 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 are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (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 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.



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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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 a taxpayer identification number.”

**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 certificate you earn in (**Cosmetology, Barbering, Esthetician, Manicuring, Barber to Cosmetology Crossover, Cosmetology to Barber Crossover**), is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate 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 certificate will transfer.

# **COSMETOLOGY PROGRAM**

## **1600 CLOCK HOURS**

**Full-Time: 40 weeks, 10 months**

**Part-Time: 72 weeks, 18 months**

CIP CODE 12.0401

SOC # 39-5012.00

## **PROGRAM DESCRIPTION**

Cosmetology is a 1600 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 practice of job-related skills such as hairdressing, haircutting 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 study is the union of art and design, as well as the most innovative techniques used in the industry. The student will learn not only the how's, but also the why's. He/she will learn foundation design principles of form, texture, and color, and then incorporate these principles with practical applications such as sculpting, long hair design, texture, and color.

## **PROGRAM FORMAT**

The curriculum for student enrolled in the Cosmetology program consist of 1600 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. Classes are held in English only.

## **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**

1. To educate and train students in the principles and practices of the profession of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Cosmetology profession.
3. To develop habits of correct performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
4. To learn properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
7. To assess the effectiveness of education course completion, licensure, and employment.

<b>COSMETOLOGY (1600 HOURS)</b>	<b>Minimum Required Technical Instruction (Hours)</b>	<b>Minimum Required Practical Operations</b>
Barbering and Cosmetology Act & the Board's Rules and Regulations	20	-
Cosmetology Chemistry	20	-
Health and Safety Considerations	45	-
Electricity	5	-
Disinfection and Sanitation	20	10
Bacteriology, Anatomy, and Physiology	15	-
Hair Styling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50

Hair Cutting	20	80
Scalp & Hair Treatments	25	20
Manual, Electrical, & Chemical Facials	25	40
Eyebrow Beautification	10	15
Make-Up	15	10
Water & Oil Manicure	5	-
Complete Pedicure	5	-
Manicuring & Pedicuring	-	25
Acrylic	10	-
Nail Tips	5	-
Nail Wraps and Repairs	10	-
Artificial Nails & Wraps	-	120 Nails
Clinic Hours	1180	
<b>TOTAL HOURS NEEDED:</b>	<b>1600</b>	

**ADDITIONAL TRAINING WILL BE GIVEN BY 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.

## ESTHETICIAN PROGRAM

### 600 CLOCK HOURS

**Full-Time: 20 weeks, 5 months**

**Part-Time: 27 weeks, 7 months**

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.

### 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

1. To educate and train students in the principles and practices of the profession of Esthetics so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Esthetician license.
2. To develop habits of good workmanship and orderly performance of various tasks of the esthetic profession.
3. To develop habits of correct performance of skin care in the interest of safety and hygiene for oneself and for others.
4. To learn properly, select, care for, and use the commercial and professional products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of esthetics.

<b>ESTHETICIAN (600 HOURS)</b>	<b>Minimum Required Technical Instruction (Hours)</b>	<b>Minimum Required Practical Operations</b>
Barbering and Cosmetology Act & the Board's Rules and Regulations	10	-
Preparation	15	15
Health and Safety Considerations	40	-
Additional Training in Health and Safety	80	
Disinfection and Sanitation	10	10
Anatomy and Physiology	15	-
Manual, Electrical, & Chemical Facials	70	40
Eyebrow Beautification	25	15
Make-Up	25	10
Clinic Hours	310	
<b>TOTAL HOURS NEEDED:</b>	<b>600</b>	

### 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.

## BARBERING PROGRAM

### 1500 CLOCK HOURS

Full-Time: 47 weeks, 12 months

CIP CODE 12.0402

SOC # 39-5011

### PROGRAM DESCRIPTION

The curriculum includes a total of 1500 hours of theory and practical applications. The course content covers both basic and advance phases of Barbering Hairstyling. The subject covered in a 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 student enrolled in the Barbering Program consists of 1500 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 service on another person or mannequin.

### 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 thorough years of experience and expertise.

### PROGRAM OBJECTIVES

1. To educate and train students in the principles and practices of the profession of Barbering so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Barbering license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Barbering profession.
3. To develop habits of correct performance of Barbering in the interest of safety and hygiene for oneself and for others.
4. To learn properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Barbering.
7. To assess the effectiveness of education course completion, licensure, and employment.

BARBERING (1500 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
Barbering and Cosmetology Act & the Board's Rules and Regulations	20	-
Health and Safety Considerations	45	-
Disinfection and Sanitation	20	10
Bacteriology, Anatomy, and Physiology	15	-
Hair Styling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
Shaving Preparation and Performance	100	40
Clinic Hours	1115	
<b>TOTAL HOURS NEEDED:</b>	<b>1500</b>	

### 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 skill, employment development, desk and reception.

## MANICURING PROGRAM

### 400 CLOCK HOURS

Full-Time: 13 weeks, 4 months

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.

### 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

1. To educate and train students in the principles and practices of the profession of Manicuring so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Nail Technician license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Manicuring profession.
3. To develop habits of correct performance of Nail Care in the interest of safety and hygiene for oneself and for others.
4. To learn properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Nail Technology.

MANICURING (400 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
Barbering and Cosmetology Act & the Board's Rules and Regulations	10	-
Health and Safety Considerations	25	-
Disinfection and Sanitation	20	10
Anatomy and Physiology	10	-
Manicuring & Pedicuring	60	60 180 Nails
Clinic Hours	275	
<b>TOTAL HOURS NEEDED:</b>	<b>400</b>	

### 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.

## BARBER TO COSMETOLOGY CROSSOVER PROGRAM

### 300 CLOCK HOURS

Part-Time: 14 weeks, 4 months

CIP CODE 12.0401

SOC # 39-5012

### PROGRAM DISCRPTION

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 to Cosmetology 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 mean actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on scheduled.

### 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

1. To educate and train students in the principles and practices of the profession of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Cosmetology profession.
3. To develop habits of correct performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
4. To learn properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.

<b>BARBER TO COSMETOLOGY CROSSOVER (300 HOURS)</b>	<b>Minimum Required Technical Instruction (Hours)</b>	<b>Minimum Required Practical Operations</b>
Barbering and Cosmetology Act & the Board's Rules and Regulations	10	-
Health and Safety Considerations	5	-
Preparation	5	10
Disinfection and Sanitation	5	10
Bacteriology, Anatomy, and Physiology	5	-
Manual, Electrical, & Chemical Facials	45	60
Eyebrow Beautification	5	10
Make-Up	5	10
Manicuring & Pedicuring	15	50
Artificial Nails & Wraps	5	35
Clinic Hours	195	
<b>TOTAL HOURS NEEDED:</b>	<b>300</b>	

### 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.

## **COSMETOLOGY TO BARBER CROSSOVER PROGRAM**

### **200 CLOCK HOURS**

**Part-Time: 9 weeks, 3 months**

CIP CODE 12.0402

SOC # 39-5011

### **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: health and safety considerations, sanitation and hygiene, shop management, laws and regulations, and preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, and rolling cream massages. 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 Cosmetology to Barber Crossover program consist of two hundred (200) 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 mean actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on scheduled.

### **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**

1. To educate and train students in the principles and practices of the profession of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Cosmetology profession.
3. To develop habits of correct performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
4. To learn properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of barbering.

<b>COSMETOLOGY TO BARBER CROSSOVER (200 HOURS)</b>	<b>Minimum Required Technical Instruction (Hours)</b>	<b>Minimum Required Practical Operations</b>
Barbering and Cosmetology Act & the Board's Rules and Regulations	10	-
Health and Safety Considerations	5	-
Shaving	100	40
Clinic Hours	85	
<b>TOTAL HOURS NEEDED:</b>	<b>200</b>	

### **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.



## **FACULTY AND STAFF**

Each faculty member at KC Beauty Academy is dedicated to the success of our enrolled students. Instructional staff members possess current state licenses and represent years of experience and expertise in their particular field. Instructors are required to have a minimum of three years of experience in their respective field per California state law. The maximum student to instructor ratio is 30:1. The following are the faculty and staff at KC Beauty Academy who dedicate their time and effort to create a learning environment where our students can grow and flourish in the beauty industry:

### **OWNERSHIP**

KC Beauty Academy is owned by Glenn Koach

### **ADMINISTRATIVE STAFF**

Glenn Koach – Chief Executive Officer

Jenny Duenas – School Director

Yuko Koach – Artistic Director

Jezabel Velazquez – Financial Aid Officer

Miku Koach – School Manager

Rino Koach – Admission Officer

Sera Yeghoian - Receptionist

### **FACULTY**

#### **COSMETOLOGY PROGRAM**

Jenny Duenas – Licensed Cosmetologist with over 15 years of experience in the field.

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

#### **ESTHETICIAN PROGRAM**

Lenore Cruz – Licensed Esthetician with over 5 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 15 years of experience in the field.

## NACCAS ANNUAL REPORT INFORMATION

### ALL PROGRAMS OFFERED: REPORT YEAR – 2018

Item 1 - Number of students scheduled to graduate	35
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	22
Item 3 - Number of students from Item 2 who are eligible for employment	21
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	18
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	18
Item 7 - Length of longest NACCAS approved program taught in 2018 or 2019 (P/T or F/T) in weeks	138

Graduation Rate	62.86%
Placement Rate	71.43 %
Licensure Rate	100.00 %

### COSMETOLOGY: REPORT YEAR – 2018

Graduation Rate	71.43%
Placement Rate	77.78 %
Licensure Rate	100.00 %

### ESTHETICIAN: REPORT YEAR – 2018

Graduation Rate	61.11%
Placement Rate	63.64 %
Licensure Rate	100.00 %

### BARBERING: REPORT YEAR – 2018

Graduation Rate	50.00%
Placement Rate	100.00 %
Licensure Rate	100.00 %

### MANICURING: REPORT YEAR – 2018

Graduation Rate	0.00%
Placement Rate	0.00%
Licensure Rate	0.00%

### BARBER TO COSMETOLOGY CROSSOVER: REPORT YEAR – 2018

Graduation Rate	0.00%
Placement Rate	0.00%
Licensure Rate	0.00%

### COSMETOLOGY TO BARBER CROSSOVER: REPORT YEAR – 2018

Graduation Rate	0.00%
Placement Rate	0.00%
Licensure Rate	0.00%

**ACKNOWLEDGMENT OF DISCLOSURES RECEIVED**

**KC BEAUTY ACADEMY**

706 EAST 1ST STREET - LOS ANGELES, CA 90012

**Student Name:** \_\_\_\_\_

**Student Key No.** \_\_\_\_\_

**I certify that I have received the disclosures indicated below, prior to my enrollment and signing the enrollment agreement. (STUDENT IS TO INITIAL EACH APPLICABLE ITEM THAT IS UNDERSTOOD AND THAT HAS TAKEN PLACE)**

- \_\_\_ Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.
- \_\_\_ The most recent NACCAS Annual Report Information and BPPE School Performance Fact Sheet which outlines the school's graduation, placement, and licensure rates.
- \_\_\_ An electronic copy of the School's Catalog which can be accessed via [www.kcbeautyacademy.com/disclosures](http://www.kcbeautyacademy.com/disclosures).
- \_\_\_ An electronic copy of the BBC Health and Safety Student Book
- \_\_\_ An electronic copy of the BBC Act Laws and Regulations
- \_\_\_ 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

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**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

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

- \_\_\_ Satisfactory Progress Policy
- \_\_\_ Course outline for my course of study
- \_\_\_ Licensing requirements for State Board of Barbering and Cosmetology
- \_\_\_ Physical requirements of the industry

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institutional Representative

\_\_\_\_\_  
Date