



Paris Beauty College

CATALOG

2016-2017

*1655 Willow Pass Road
Concord, CA 94520 (925) 685-7600*

www.parisbeautycollege.com

*Join our Facebook page:
www.facebook.com/ParisBeautyCollege*

*July 1, 2016 – June 30, 2017
Revised November 2016*

INDEX

	PAGE NO.
A. GENERAL INFORMATION	
1. Approval Disclosure Statement	2
2. Objective/Mission Statement	2
3. History & Administration	3
4. Accreditation	4
5. Description of Space, Facilities, & Equipment	4
6. Housing Information	4
B. LEGAL NOTICES , DISCLOSURES & CERTIFICATIONS	
1. California Student's Bill of Rights	4
2. Grievance Policy	4
3. Non-Discrimination Policy	5
4. Student's Records/FERPA	5
5. Student Tuition Recovery Fund Statement	5
6. Notice of Cancellation	6
C. ADMISSION REQUIREMENTS & ACADEMIC PROGRESS	
1. Admissions Policy	6
2. Re Enrollment Policy & Transferability of Credits	6
3. Graduation Requirements/ Licensing Requirements	7
4. Statement of Satisfactory Academic Progress Policy	7
5. Grading Procedures	7
6. Maximum Time	7-8
7. Warning Policy	8
8. Probation Policy	8-9
9. Reinstatement of Financial Eligibility & Satisfactory Progress	9
10. Academic Review Procedures & Appeal Process	9
11. Non Credit & Remedial Course	9
12. Grading for High School Students Enrolled Through R.O.P.	9
13. Make-up Time Policy	9
14. Suspensions & Termination Policy	9
15. Diplomas	9
16. Placement Assistance	10
D. TUITION & FINANCIAL SERVICES	
1. Tuition	10
2. Extra Instructional Services Policy	10
3. Method of Payment	10
4. Financial Assistance	10
5. Other Resources	10-11
6. Refund/Withdrawal Policy	11-12
E. ACADEMIC POLICIES	
1. Student Code of Conduct	12
2. Drug Abuse Policy	12
3. Attendance Policy	12-13
4. Leave of Absence Policy, Interruptions, Course Incompletes, Withdrawals	13
5. Counseling & Student Personal Services	13
6. School Catalog	13
7. School Rules & Regulations	13-14
F. CURRICULUM	
1. Cosmetology	15-16
2. Manicurist/Pedicurist	16
3. Esthetician	17
4. Massage Therapy	17-19
5. School Calendar	19-20
6. Class Schedule	20-21
7. Employment Outlook/Health & Safety Information	21-22
8. Additional Fees	22
9. School Statistics	22
10. Disclosures	23

A. GENERAL INFORMATION

1. APPROVAL DISCLOSURE STATEMENT

Paris Beauty College, 1655 Willow Pass Rd, Concord, Ca 94520, a private institution, was granted institutional approval from the Bureau for Private Postsecondary Education, as per California Education code section (94909(a) (2)); “Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.” Institutional approval must be approved every three years and is subject to continuing review. Approved courses:

COSMETOLOGY.....1600 HOURS
MANICURING.....400 HOURS

ESTHETICIAN.....600 HOURS
MASSAGE THERAPY (CMT) – 650 HOURS

Classes are held at: 1655 Willow Pass Rd., Concord, CA 94520. Instruction is in residence with facility occupancy level accommodating 200 people at any one time. California statute requires that a Student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. For those who qualify, Paris Beauty College has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Paris Beauty College does not offer ESL classes. Students must be able to read, write and understand English at a 10th grade level to be able to pass all of the required tests at 75% or higher. Paris Beauty College will administer an English test to students who have completed school in a non-English speaking country. Passing this test with a score of 70% or higher will help to determine a 10th grade understanding of the English language. Paris Beauty College has not entered into an articulation or transfer agreement with any other college.

REGIONAL OCCUPATIONAL PROGRAMS

STATE REHABILITATION

The following federal and state bureaus, departments, or agencies have set minimum standards for your program of studies:

CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY
UNITED STATES DEPARTMENT OF EDUCATION
REGIONAL OCCUPATIONAL PROGRAMS
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2. OBJECTIVE (Mission Statement)

Our prime objective at Paris Beauty College is to prepare our Students to become successful members of the Cosmetology & Massage professions and to successfully receive a state board license or state certification. In order to fulfill our objectives, we not only teach the techniques and artistry of cosmetology & massage; we also teach self-reliance, business management, and personal hygiene. We continually survey the professions to keep abreast of current trends, designs, and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious Students realize their goals.

Academic and career standards are maintained to assure graduates of capability in their profession. The curriculum is flexible enough to allow for new procedures and technique, as they are developed, yet solid enough to maintain academic standards. The final objective is, of course, to graduate Students who will secure and retain employment and advance their profession for years to come.

3. HISTORY AND ADMINISTRATION

Paris Beauty College was established and has been in successful operation since 1961.

Larry Baines –Owner/President – Has owned and operated Paris Beauty College since 1982.

Doreen Birney – General Manager. Financial Aid Officer. Graduate of Paris Beauty College. Licensed Cosmetologist. Member of the Cosmetology Educators Association. Has been with Paris Beauty College since 1990.

Contact email: parisbtcollege@aol.com

Lyn Ferreira –Registrar/Administrator. Has been with Paris Beauty College since 2008.

Contact email: Lyn.ParisBeautyCollege@gmail.com

Megan Svoboda – Administrative Assistant - ROP Representative.

Contact email: parisbtcollege@gmail.com

Vickie Cruz - California Licensed Cosmetologist & Credentialed Instructor. Has over 40 years in the beauty industry. Lead instructor. Cosmetology & Esthetician Instructor.

Deborah Fink – California Licensed Esthetician and Manicurist. Graduate of Paris Beauty College. Esthetician Senior & Freshman class instructor. 2016 recipient of the Skin Games “Game Changer Industry Leader” Award.

Tania Amador – Licensed Cosmetologist. Cosmetology Theory & Clinic floor instructor.

Ramona Gomez – California Licensed Cosmetologist. Freshman Cosmetology instructor, Cosmetology Theory & Clinic floor instructor.

Sheila Gustafson – California Licensed Cosmetologist. Clinic floor instructor.

Regina Powell – California Licensed Manicurist, Licensed Esthetician, Licensed Cosmetologist, Graduate of Paris Beauty College. State board Specialist.

Karen Bellesi – Graduate of Paris Beauty College. Certified Massage Therapist Instructor. Certified in Shiatsu, Hot Stone, Aromatherapy, Watsu (water massage). Has been with Paris Beauty College since 2014.

Sierra Baines - Front Desk Manager

Substitute Instructors

Linda Jacob – Licensed Esthetician. Graduate of Paris. Certified Drug & Alcohol Counselor. Substitute Esthetics Senior & Freshman class instructor. Member of Cosmetology Educators Association.

Barbara Wyatt – California Licensed Cosmetologist & Instructor. Graduate of Paris Beauty College in 1967. Has over 45 years in the beauty industry. Owned & operated own salon. Certified in Redken, Clairol, Nexxus, Dermalogica, Image, etc. Certified in Massage & Reflexology. Has been with Paris Beauty College since 1989. Cosmetology Educators Association member. Substitute Instructor.

4. ACCREDITATION

Paris Beauty College is *licensed* by the state of California's Bureau for Private Postsecondary Education, PO Box 980818 West Sacramento, Calif. 95798-0818. (888) 370-7589

5. DESCRIPTION OF SPACE, FACILITIES, AND EQUIPMENT

Paris Beauty College is located at 1655 Willow Pass Road in Concord, Ca in the Park n Shop Center. We occupy a floor space of approximately 7,882 square feet which is divided into retail and reception areas, offices, dispensary, theory & practical classrooms, clinic floor, student break area, and male & female restrooms. Styling stations, shampoo bowls, manicuring table, pedicuring chairs, make up & eyebrow bar, portable & stationary dryers, massage and facial beds, steamers, magnifying lamps, multifunction & galvanic machines, and numerous other advanced equipment is furnished for the benefit of the Students. Educational classroom equipment consists of TVs, VCR/DVD players & overhead projectors. All students are required to purchase a kit from Paris Beauty College, which consists of all equipment necessary to complete his/her course. Facilities for the handicapped can be discussed with the College prior to enrollment.

6. HOUSING

Paris Beauty College does not have on-campus dormitory housing. While the institution has no responsibility to find or assist students in finding housing, approximate rental fees for one-bedroom and two-bedroom apartments can be found between \$1200 to \$1700 per month.

B. LEGAL NOTICES, POLICIES, DISCLOSURES AND CERTIFICATIONS

Additional disclosures including Campus Security Policy and Campus Crime Statistics Act (Clery Act), are posted on our website at ParisBeautyCollege.com/Consumer_Disclosures. A paper copy will be made available upon request.

“Paris Beauty College does not recruit students attending or admitted to another school.”

1. NOTICE OF STUDENTS RIGHTS

As a student of Paris Beauty College, you have certain legal rights:

- a. You may cancel your contract for school, without any penalty or obligation within seven (7) calendar days from the date of signing your enrollment agreement or by completion of your first day of class, (whichever is later), as described in the Notice of Cancellation form that you will be given to you at orientation. Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- b. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

2. GRIEVANCE POLICY

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. Students are advised to go through the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: The Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833, PO Box 980818 West Sacramento, CA 95798-0818. Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897

3. NON-DISCRIMINATION POLICY

The **Paris Beauty College** does not discriminate in its employment, admission, instruction, counseling, or graduation policies on the basis of sex, color, age, race, national or ethnic origin, creed, religion, or handicaps that would not preclude employment within their selected program area nor do we recruit students already attending or admitted to another school offering similar programs of study.

4. STUDENTS RECORDS POLICY

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Federal Right of Privacy Act enables all Students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law, such as state and federal agencies and accrediting agencies, are allowed access without written permission of the student. Also, parents/and or legal guardians of a dependent minor student have access to the student's file. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. A student may authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their files by signing a date specific release form.

State law requires the school to maintain these records for not less than five years. Transcripts are maintained indefinitely. Students may request a review of their records by writing the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision. The full version of the Family Educational Rights and Privacy Act is listed on our website at www.parisbeautycollege.com under useful links.

5. STUDENT TUITION RECOVER FUND STATEMENT

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act of this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Each qualifying institution shall collect a non-refundable assessment of fifty cents (\$.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of \$1,000 or less, the assessment is \$.00. Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by a third-party payer shall not pay the STRF assessment to the qualifying institution.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary & Education, PO Box 980818 West Sacramento, CA 95798-0818, (888) 370-7589.

3 GRADUATION REQUIREMENTS / LICENSING REQUIREMENTS

Graduation eligibility and to receive a diploma requires successful completion of the required hours and curriculum as prescribed by the Board of Barbering & Cosmetology and the completion and passing of the school's mock state board exam. Student must pass all required tests with 75% or higher. Paris Beauty College graduates may continue to attend a state board prep class after graduation in order to support you passing your state board exam successfully. If applicable, upon a student's graduation from his or her course of instruction, the student may apply to take the State licensing exam. The school administrator will aid in helping the student fill out all required forms. The student is required to pay all fees associated with the state exam. The Board of Barbering & Cosmetology has three testing facilities; one in Fairfield and two in Los Angeles. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to your conviction be included with your Examination Application. These are reviewed and evaluated on a case-by-case basis. Some of the factors that are considered consist of the following: the length of time since the conviction, the nature of the conviction, Evidence of rehabilitation since the conviction, whether the crime (or act) is substantially related to the qualification, functions, or duties of the licensee. If you have any further questions, please call the Enforcement Unit at (916) 574-7574.

Students taking the Massage Therapy program will be eligible for graduation upon completion of the course requirements set forth by the California Massage Therapy Council and Paris Beauty College by completing 650 hours and having passed their final exam and all required tests at 75% or higher. Students will then be eligible to apply for their Certification from the California Massage Therapy Council.

4 SATISFACTORY ACADEMIC PROGRESS POLICY

The Higher Education Act mandates that institutions of higher education establish minimum of "Satisfactory Academic Progress" for Students. Paris Beauty College applies these standards to all Students consistently, regardless of whether or not they are financial aid recipients. This policy is printed in the school catalog to assure that all students receive a copy prior to starting classes.

Students must demonstrate satisfactory academic progress toward completing their programs by meeting Paris Beauty College's established standards. Satisfactory academic progress is a measure of students' qualitative (academics) and quantitative (attendance) progress as defined below. Evaluations take place as follows:

Manicuring Course at mid point and end of course, (200 and 400 actual hours)

Esthetician Course at mid point and end of course, (300 and 600 actual hours)

Massage Therapy Program at mid-point and end of course, (325 and 650 actual hours)

Cosmetology Course at mid point and at end of academic year, (450, 900, 1250, and 1600 actual hours)

(An academic year is a minimum of 30 weeks and 900 clock actual hours)

Transfer Students at midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Registrar will notify students when evaluation report is completed. Report will be reviewed with student and copies will be make available.

5 GRADING PROCEDURES

Quantitative Evaluation (ATTENDANCE): Students are expected to complete their program in 150 percent of the normal timeframe established for completion. Evaluations are based on the cumulative attendance percentage. Attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Therefore, at each evaluation period, the school will determine if the student has maintained at least 67 % cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed and the student will be deemed making satisfactory progress. When a student hits an evaluation point, he/she will be notified. The results of the evaluation will be reviewed with the student.

6 MAXIMUM TIME FRAME

All Students must complete their program within a specified time frame. Course completion cannot exceed one and one half times the course length. (See chart below). The time used during an authorized leave of absence is not included in Program Time Frame, and adjustments will be made to reflect extended time frame, so as not to penalize students for an approved leave of absence. The Student will return to same status after leave as existed at beginning of leave (satisfactory, probation, or unsatisfactory). A leave of absence extends the student's contract period and the maximum time frame by the same number of days taken in the leave of absence. Other interruptions of attendance will have to be considered by Director to determine extenuating circumstances. All decisions by Director are final. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

The maximum time allowed (which does not exceed one and one half times the course length) for students to complete each course and be considered making satisfactory progress is stated below:

		MINIMUM TIME FRAME	MAX TIME ALLOWED	SCHEDULED HRS.
MANICURING	@ 40 hrs/week	FULL TIME	10 WEEKS	15 WEEKS
400 hours total	@ 20 hrs/week	PART TIME	20 WEEKS	30 WEEKS
COSMETOLOGY	@ 40 hrs/week	FULL TIME	40 WEEKS	60 WEEKS
1600 hours total	@ 20 hrs/week	PART TIME	80 WEEKS	120 WEEKS
ESTHETICIAN	@ 40 hrs. week	FULL TIME	15 WEEKS	23 WEEKS
600 hours total	@ 20 hrs/week	PART TIME	30 WEEKS	45 WEEKS
MASSAGE THERAPY	@ 40 hrs/week	FULL TIME	17 WEEKS	25 WEEKS
650 hours total	@ 20 hrs/week	PART TIME	33 WEEKS	49 WEEKS

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the schedule hours. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted at the institution.

Qualitative Evaluation (ACADEMIC): Students are expected to maintain a 75% cumulative grade point average (CGPA) of their combined practical and written grades in order to be deemed making satisfactory academic progress during an evaluation period.

At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student's completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam, he/she will be allowed to repeat the class. The student's second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. The baby board exams can be taken as many times as the student wants but must be taken and passed at least once in order for the student to receive his/her diploma. Practical skills are evaluated according to the procedures set forth by the Board of Barbering and Cosmetology and evaluation criteria adopted by the Paris Beauty College. Theory class will require written exams to be taken in each of the chapters of study as set for by guidelines from the California Board of Barbering and Cosmetology and Paris Beauty College. Students must makeup failed or missed tests and incomplete assignments. Numerical and Letter grades are considered according to the following scale.

90% - 100%	=	A	Excellent
80% - 89%	=	B	Very Good
70% - 79%	=	C	Satisfactory
60% - 69%	=	D	Below Standards – Unsatisfactory
0% - 59%	=	F	Below Standards – Unsatisfactory

Due to varied capabilities of individual Students, some may progress from one level of training to another at a more rapid rate. However, all Students will be required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for previous training or experience in a particular subject area.

DETERMINATION OF PROGRESS

Students meeting the minimum 75% requirement for academics and 67% attendance at the scheduled evaluation point are considered to be making SATISFACTORY ACADEMIC PROGRESS until the next scheduled evaluation. In order for a student to be making satisfactory academic progress as of course midpoint, the student must meet 67% in both attendance and 75% academic requirements on at least one evaluation by midpoint in the course. When calculating attendance, a leave of absence will extent a student's contract end period and maximum time frame by the same number of days taken in the leave of absence. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Registrar will notify students when an evaluation report is complete. Report will be reviewed with student and copies will be available upon request.

7 WARNING POLICY

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

8 PROBATION POLICY

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the

attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, may be dropped from their program.

9 RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS & REINSTATEMENT OF FINANCIAL ELIGIBILITY

Students who have lost eligibility for financial aid may re-establish by meeting their minimum academic and attendance average, by the end of the probation period. If after this period, Student is still in unsatisfactory progress, they may be dropped from the course of study at the discretion of the Director.

In case of extenuating circumstances, special arrangements may be made with school officials. These will be handled on an individual basis. The probation period and reinstatement period applies to all Students. Those Students dropped for unsatisfactory progress will have to wait 60 days before being allowed to reapply for enrollment. If accepted after the 60 days, student will re-enter under the same satisfactory academic progress status as in place at the time student left.

10 ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student may submit a written or verbal appeal to the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

11 NON CREDIT REMEDIAL COURSES

Non-credit remedial, course incompletes, and repetition courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

12 GRADING FOR HIGH SCHOOL STUDENTS ENROLLED THROUGH THE ROP PROGRAM

High school students, whose enrollment is with ROP, have specific evaluation periods determined by the student's high school. ROP students are still required to maintain a 75% cumulative grade point average to stay in the ROP program. ROP student's grades are submitted by the ROP program to the individual high schools. The student's high school report card will reflect the course grade earned for the semester period.

13 MAKE-UP TIME POLICY

Students are expected to make up missed days and exams. Students may utilize the various school schedules and classes to complete make up time and exams. All attendance make-up time will be done during normal school hours but in the Student's non-scheduled class time.

14 SUSPENSION AND TERMINATION POLICY

Suspension or termination from Paris Beauty College may happen if the Student participates in any of the following:

- a. Possession of illegal drugs or alcohol on school premises, grounds, or parking lot.
- b. Theft from Students, or of School property, or supplies.
- c. Willful destruction of School property.
- d. Insubordination
- e. Loud, boisterous behavior or foul language.
- f. Direct violation of instructors' directions, i.e. refusing a client, reassigning client to another Student or tampering with appointment books.
- g. Clocking in or out for another student. Being clocked in when not in building. Taking timecard out of building. Cheating on timecard.

15 DIPLOMAS AND CERTIFICATES OF COMPLETION

Upon satisfactory completion of the required course hours and course requirements, a diploma will be given to the student. Also a certificate of completion will be issued. This certificate will then become part of the application for examination for your State of California License. The institution may withhold official academic transcripts and diplomas if the student has not met all financial obligations.

16 PLACEMENT ASSISTANCE

Graduate's names and phone numbers are kept on file for future references upon completion of the course. Each October we hold a Job Fair which is open for all alumni to attend. When salons call to let us know they need a practitioner we immediately post it on our face book page and we may call available graduate students and they may contact the reference for further information. However, as prescribed by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, the School does not guarantee graduates placement.

D. TUITION AND FINANCIAL SERVICES

The total charges for the period of attendance and the estimated schedule of total charges are the same.

1.

	Cosmetology	Esthetician	Manicuring	Massage Therapy *
	1600 hours	600 hours	400 hours	650 hours
Tuition	\$12,800.00	\$5,700.00	\$2,600.00	\$6,500.00
Registration Fee **	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Equipment Fees **(1)	\$ 1, 225.00	\$1,225.00	\$ 825.00	
STRF Fee **	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Cost	\$14,125.00	\$7,025.00	\$3,525.00	\$6,600.00

**Non Refundable

* **MASSAGE THERAPY (CMT) – 650 HOURS**

(1) Equipment fees include books, kit and uniform

2. EXTRA INSTRUCTIONAL CHARGES POLICY

Each course has been scheduled for completion within an allotted time frame. A grace period of approximately 10% has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate of \$800 per month, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable monthly payments are made.

3. METHOD OF CASH PAYING (PRIVATE)

Cash, money order, cashier's check, credit card payments are accepted.

Cosmetology students must pay a nonrefundable \$100.00 registration fee and the kit fee in full on the day of registration. The remainder of the tuition may be paid in (10) ten equal monthly installments.

Esthetician students must pay a nonrefundable \$100.00 registration fee & the kit fee in full on the day of registration. The remainder of the tuition may be paid in (4) four equal monthly installments.

Manicuring students must pay a nonrefundable \$100.00 registration fee & the kit fee in full on the day of registration. The remainder of the tuition may be paid in (3) three equal monthly installments.

Massage Therapy students must pay a nonrefundable \$100.00 registration fee on the day of registration. The remainder of the tuition may be paid in (8) eight equal monthly installments.

NOTE: All nonrefundable equipment charges are due at the time of enrollment.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES WHEN DEEMED NECESSARY. CHANGE WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS.

Books, Kits, and Accessories: Except for Regional Occupational Program Students, all books and school kit supplies are included as part of the Student's tuition and supplies fee. All students are required to purchase a kit from Paris Beauty College prior to enrollment.

4. FINANCIAL ASSISTANCE

Private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For complete information on these programs and eligibility requirements contact the school's financial aid director during regular business hours. Paris Beauty College does not participate in Federal Student Aid Programs.

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

5. Other Financial Resources:

Regional Occupational Programs - This program is sponsored through the Contra Costa County Office of Education. This program is for our high school students. When enrolled in ROP, & as long as you follow their requirements, they will pay for

your course tuition requirement. Students are required to pay Paris for the required course kit and \$100 registration fee up front. You must be at least 16 years old and have at least a 2.2 GPA, and prove good attendance. Contact Paris for more information.

Calif. State Rehabilitation Programs – may provide aid for vocational training, transportation, job search, placement assistance, counseling & guidance & other training services. To fill out an online application and other contact information go to: www.rehabcahwnet.gov or call 925-602-3953 (Concord), (925) 754-7700 Antioch, or (510) 232-7062 (Richmond).

Industry Scholarship applications can be downloaded at www.beautyschool.org

6. INSTITUTIONAL REFUND/ WITHDRAW POLICY

Set forth according to the State of California Private Postsecondary Education Act of 2009 Article 13 section 94919:

Step 1. Identify all amounts paid for instruction less cost of equipment.

Step 2. Subtract nonrefundable deposit or Registration Fee of \$100.00.

Step 3. Apply Pro Rata refund for withdraws up to 60% of the scheduled payment period. For withdraws after the 60% scheduled payment period of enrollment, student owes 100% of course tuition.

Step 4. Adjust for equipment, if applicable

- a) If the Seller rejects a Buyer for training, Buyer will receive 100% refund of all monies.
- b) Students may cancel their Enrollment Agreement and request a refund in writing at any time. If notice of cancellation is made through attendance at the first class session, or by the seventh day after signing the enrollment agreement, (whichever is later) the Buyer will be entitled to 100% refund, less a \$100.00 registration fee and less kit fee if student doesn't return kit unmarked and unused within 30 days. Refunds owed to students will be made within 30 days. In the event the Buyer wishes to withdraw or is terminated after the above mentioned time frame, Buyer is not entitled to a refund on books, supplies, materials, and registration fees. If a school is permanently closed and is no longer offering instruction after the Buyer has enrolled, the Buyer shall be entitled to a pro-rata refund on tuition as stated above.
- c) Any sums paid to the Seller (**Paris Beauty College**) herein shall be subject to the following refund policy:
- d) If Buyer is of minor age, notice of termination must be made to Guarantor.
- e) The institution's Pro rata refund of moneys paid for institutional charges, will be made for students who have completed 60 percent or less of the students scheduled attendance. For withdrawals after the 60% point of the students scheduled attendance, school may retain 100% of money owed. Refunds are calculated according to the last documented date of attendance and issued within 45 days of the withdrawal notification date or the date **Paris Beauty College** determines the student is no longer enrolled, whichever is earlier.
- f) If the student has received a loan guaranteed by the federal government and the student defaults on the loan, both of the following may occur: (*Paris Beauty College does not participate in the Federal Student Loan program.*)
 - 1) The federal or state government or a loan guarantee agency may take action against the student, including applying 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.
- g) Enrollment time is defined as the time elapsed between the start date and the Buyer's last day of physical attendance in the School. The cancellation notices must be in writing and may be submitted by mail, hand delivered, or via fax with the effective date to be the day the school receives the notice. If submitted by U.S. mail, the cancellation is effective on the date postmarked. In cases of leave of absences, regardless of duration, the termination date is the last date of physical attendance. If a student fails to return from a scheduled leave of absence, (a leave of absence may never exceed 180 in any 12-month period) then the student will be dropped and any refunds owed will be made within 45 days from the date student should have returned. If Buyer fails to notify the School of withdrawal, the School must terminate the student after 14 days of consecutive absences and refund the buyer within 45 days of termination. Within 30 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.
- h) Students who withdraw or terminate prior to course completion are subject to the guidelines of the school's refund policy. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at institution (EG: extra kit materials, extra books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- i) Student must pay all moneys owed for tuition, kit, supplies, and books and any outstanding misc. charges owed to institution prior to receiving school transcripts. A Proof of Training Document/Transcript forms will be issued and all required paperwork completed within 30 days. The Proof of Training/Transcript form is a document showing the number of clock hours completed. The Transcript form will show the number of theory hours and practical operations completed.

- j) If a course is canceled subsequent to a Buyer's enrollment, the School shall provide a refund of all moneys paid. The following Refund Chart is for example only. **Actual pro rata calculation is based on exact percentage of hours completed.** The following Refund is based on the Buyer having paid the entire cost of the course on the first day of class.

Refund due per Course according to percentage of Course completed:

	10%	25%	50%	Over 60%
Cosmetology	\$11520.00	\$9600.00	\$6400.00	\$0
Esthetician	\$5130.00	\$4275.00	\$2850.00	\$0
Manicuring	\$2340.00	\$1950.00	\$1300.00	\$0
Massage Therapy	\$5850.00	\$4875.00	\$3250.00	\$0

E. ACADEMIC POLICIES

1. STUDENT CODE OF CONDUCT POLICY

Paris Beauty College expects mature and responsible behavior from Students and strives to create and maintain an environment of social, moral and intellectual excellence giving the proper respect and courtesy to his/her classmates, clients, and staff of the School. Students are required to follow defined rules of conduct and to meet certain employability standards. You are paying to learn a trade and so are the other students, therefore, we take your investment seriously and so should you.

Disruptions of class will not be tolerated at any time. *Paris Beauty College* reserves the right to terminate any student who abuses either staff or fellow classmates or interferes with normal classroom activity or clinic operations or whose work or conduct is deemed unsatisfactory.

A Student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action. A Student dismissed for misconduct may be permitted to re-enroll and resume training provided at the discretion of the School.

2. DRUG ABUSE POLICY

The School fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance use and abuse. The program uses pamphlets, books, and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary as well as to those who request assistance. We make available to our Students informative materials on State, Federal, and local legal sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

3. ATTENDANCE POLICY

Students are expected to attend 20 to 40 hours per week, 4 to 8 hours per day, Tuesday through Saturday. Students are expected to be regular in attendance and maintain a minimum 67% cumulative attendance average grade. Absence from classes can seriously affect the Student's progress. The instructor may excuse an absence and the student can receive full credit upon completion of the prescribed work. Excessive absenteeism will be reviewed by the administration and can result in the dismissal or suspension of the Student until such time as that Student can continue in School without such absences. Student's individual schedules will be discussed during initial interviews and registration periods. The following are possible schedules & are examples only:

Part Time / 20-24 hrs. Per Week

8:30-12:30 Tues.- Fri. & Saturday 8:30-5:00
5:30-9:30 Tues. - Thurs. & Saturday 8:30- 5:00

Full Time / 40 hr. Per Week

8:30 – 5:00 Tues. – Sat.
1:00- 9:30 Tues. – Thurs. & 8:30 -5:00 Fri. and Sat.

All lesson assignments, which were missed during any period of absence, must be made up. Make-up work will not be permitted during regular class hours. A record of make-up work is maintained for each Student who is required to perform this type of work.

Students are not allowed into theory class late if class has already begun. However, students can be clocked in and studying from their course textbook on the main floor and receive theory credit. Unexcused absences including absences due to tardiness may result in suspension or dismissal from school. See the Satisfactory Progress Policy statement of 67% attendance requirement. Student is required to make up any and all prescribed work or exams.

4. **LEAVE OF ABSENCE POLICY, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

A **leave of absence** is granted for legitimate emergencies and the school will assess that there is reasonable expectation that the student will return. Request must be in advance, in writing, including the reason for the request. If unforeseen circumstances prevent the student from applying in advance, the school may grant a LOA by documenting the reason for their decision and collect a written request at a later date. A leave of absences cannot exceed more than 180 days in a 12-month period. 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. Any Student who finds it necessary to withdraw must notify the Admissions Office promptly, in writing, of his/her intention to discontinue classes, stating his/her reasons in full. An instructor cannot dismiss students. Such dismissals are to be sanctioned only by the school administrator or director or by state or federal counselors. Students must abide by all college rules and regulations concerning unexcused absences, habitual tardiness, and use of abusive language, failure to make up work, failure to make tuition payments. The institution may not assess the student any additional institutional charges as a result of the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

5. **COUNSELING AND STUDENT PERSONAL SERVICES**

A private office is available for Student counseling, placement, and other personal services for the benefit of Students. Students are free at any time to discuss personal problems that might affect their schooling or their future employment. Any Student has the right to gain access to their files with a 24-hour notice to the office administrator. Paris Beauty College observes the "FERPA Act" and will not release any information pertaining to any Student without the Student's written consent. However, if a student is a minor, then the parents or legal guardian may have access without consent of the student. Government and/or accrediting agencies do not need expressed permission from any student to view student records. One set of the student's transcripts will be provided free. Thereafter, there will be a \$35.00 charge for each additional set.

6. **COPY OF CATALOG FURNISHED TO STUDENT**

Prior to enrollment or request, a copy of this publication will be furnished to the Student, parent, counselor, high school or any other institution or government department.

7. **SCHOOL RULES AND REGULATIONS**

- a. Students are required to be in class promptly at the start of their required class time. No student may contract for more than eight (8) hours per day. No make-up time over 8 hours will be permitted without permission from the office.
- b. Any student missing more than 5 theory classes per month either from unexcused absences or tardiness may be subject to suspension or dismissal from school. Student may not be interrupted during Theory Class to serve a patron.
- c. Rigid adherence to all State Board, Federal, ROP and Paris Beauty College school Rules and Regulations and to rules governing sanitation and sterilization pertaining to State Rules & Regulations. Personal hygiene and appropriate uniforms shall be required at all times.
- d. Students shall not be permitted to leave the building during School hours without permission of instructor in charge and shall be clocked out when taking a break of more than 10 minutes at a time.
- e. Students must be in uniform when in school, which includes clean black Paris logo shirt and/or apron for Cosmetologists & Manicurists or clean blue Paris logo shirt and/or apron for Estheticians. Black pants are to be worn with the shirt and/or apron. Flat, rubber soled, closed toed shoes that completely cover the foot must be worn for safety. No slippers allowed. Long sleeve or short sleeve all black colored t-shirts may be worn under the apron. No sweatpants, tank tops or spaghetti strap tops are allowed. Sweatshirts or jackets must be plain black. The School officials have full discretion to determine if the Student is properly attired. Should the Student fail to dress in accordance with the required uniform, he/she will be requested to clock out and change. No Hats.
- f. No visiting will be permitted on the College premises by Students not clocked in, or friends or family members who are not clients.
- g. Immediate family members i.e.; "father, mother, brother, sister, child, husband, wife, & grandparents, may receive a 20% discount on services while you are a student in good standing. Discount must be taken at time of check in and is not retroactive.
- h. All literature read in School must pertain to the beauty culture.

- i. No food, drinks, smoking, or chewing gum will be permitted at any time in the working areas or theory rooms. No smoking in front of the building. State Law states you smoke 50 ft. from any business.
- j. Only emergency calls will be accepted at the main desk. (Please acquaint friends and family with these rules.)
- k. Profane language will not be permitted at any time. Disrespect towards any staff member, client, or student can get you expelled.
- l. No cell phone or other electrical musical equipment use allowed in the building at any time. You must go outside of the building to use them. Phones must be on vibrate or quiet.
- m. Students are required to get permission from desk manager and check appointment schedule before going to lunch or for coffee. Lunch breaks are 30 minutes only and must be scheduled and clocked. No student can refuse a client.
- n. Work kits must be kept sanitary and complete. Kit will be ready at all times for state board inspection. During a State Board inspection, any student responsible for Paris Beauty College receiving a fine because student's personal kit was not in order shall reimburse Paris Beauty College for said fine. Students shall not borrow equipment without special permission from instructor. Students must bring all kit supplies to school each day.
- o. Students are required to return all equipment to its proper place before taking the next patron. Any school equipment damaged by a student because of unsafe, unsanitary or irresponsible usage or because of not following manufacturer's directions is liable for the cost to replace the equipment.
- p. Stations shall be kept clean at all times. Students will be personally responsible for their immediate work area. Each station must be left clean and all equipment put away before leaving school. All students must participate in a daily clean up duty. Duties vary each day and will be assigned by a staff member. Credits for these assignments are taken under additional training. Stations are assigned by the school only.
- q. Hair must be placed in waste receptacles and never left on the floor. Floors must be kept free from debris and trash.
- r. Shampoo bowls must be wiped cleaned after each use. All hair and debris must be removed.
- s. To receive credit for hours earned, the student must check in and out of school by using the time clock. "Write in's" may not be accepted.
- t. All staff, fellow students and patrons must be treated with courtesy and consideration.
- u. Students may not argue about an appointment, nor discuss personal matters before the patrons. Students may not decline to serve a client.
- v. Students have the right of discussing with the School Management personal problems pertaining to attendance in school or any other matter that might affect the student's success or failure of course work. Please follow the chain of command by taking your problem first to your instructor, then the school manager, and if necessary, the school owner.
- w. Students may receive personal beauty services Tuesdays & Wednesdays by earning a service ticket only. Students must pay half the cost of full priced services. Students on academic probation are not allowed personal services.
- x. Students must follow directions of all instructors and staff. Our school has daily procedures and rules that are given orally and are not necessarily written down. All oral directions are in compliance with school, state and federal rules, regulations, and procedures. Three written warnings for not adhering to any school rule/regulation could result in suspension and possible expulsion.
- y. When student reaches 50% completion of course, student must take a baby (mini) board exam, and pass, according to teachers' recommendations, before receiving a school diploma. All students wishing to pre-apply for their state exam must follow Paris Beauty College's pre-app requirements.
- z. The school manager and owner shall have the right to suspend or expel students for any of the following causes at any time:
 - 1) Use of intoxicating liquors or drugs during school hours.
 - 2) Gossiping or causing discord.
 - 3) Cheating, dishonesty, theft or falsification of records.
 - 4) Immoral or unprofessional conduct.
 - 5) Failure to maintain the minimum number of course hours required pursuant to the Student Attendance Contract.
 - 6) Refusing to comply with school rules and regulations.

F. CURRICULUM (All courses are taught in English)

1. COSMETOLOGY – 1600 HOURS – CIP #12.0401 – SOC 39-5012

The educational objective of this course is to train Students in all phases of Cosmetology per the curriculum below. Prepare the Student for the State Board Exam and for employment in the field of Cosmetology. To teach good work, study, health, and safety habits. To promote goal setting, positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, after graduation, in advanced and related courses, including business courses. To disseminate all information regarding the starting and operating of their own business.

Training Levels and Goals:

Beginning or Freshman Level – A minimum of 160 hours is devoted to the basics and fundamentals of cosmetology and hairstyling. Classes for theory and application are conducted daily. Students then practice the newly learned skills on mannequins and models. During this level, students will be taught all stateboard practical procedures and clinic salon services deemed necessary to progress to the student salon A Student must demonstrate a thorough understanding of the subject matter by passing a final exam consisting of a written test and practical application meeting satisfactory progress to continue to the next level.

Intermediate Levels – Students continue to attend daily theory and practical classes to further develop their skills and ability. Students are assigned “patrons” on a learning/needs basis, when not engaged in classroom activities. Students will continue to learn more advance techniques in haircutting and coloring. When Students can demonstrate the ability to perform all applications satisfactorily, under close supervision, the student will progress to the senior level.

Advance or Senior Level – Students will continue to attend a minimum of 4 hours per week of theory classes in addition to special advanced classes and demonstrations. Advanced Level Students are expected to be able to perform all applications with a minimum of supervision and pass all written and practical tests meeting the minimum satisfactory progress requirements. A baby board exam will be required prior to graduation from the student’s course and will consist of a written test and practical application. This exam is designed to simulate the California state board exam.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student’s completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam, he/she will be allowed to repeat the class. The student’s second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79%	=	C Satisfactory
80% - 89% =	B Very Good	60% - 69%	=	D Below Standards – Unsatisfactory
		0% - 59%	=	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the course of Cosmetology meets the minimum required hours, classes and criteria as prescribed by the California State Board of Barbering & Cosmetology Regulations section 950.2. The 1600 hours may be completed in approximately 10 months.

	<u>Minimum Hrs. Theory</u>	<u>Minimum Operations</u>
Cosmetology Act Board Rules & Regulations	20	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substance	20	
Theory of Electricity in Cosmetology	5	
Bacteriology, Anatomy & Physiology	15	
Hair Analysis, Sanitation, & Safety	30	
Disinfection & Sanitation	20	10
Wet Hair Styling	25	200
Thermal Hairstyling/Press & Curl	20	40/20
Permanent Waving	20	80
Chemical Straightening	20	25
Haircutting	20	80
Hair Coloring & Bleaching	60	50/20
Scalp & Hair Treatments	5	20
Facials Manual & Electrical	5/10	10/15
Chemical Skin Peels/Masks, Etc.	10	15
Eyebrow Arching & Hair Removal	10	20
Make Up	15	10
Manicures Oil/Water	5	15
Pedicure	5	10

3. ESTHETICIAN – 600 HOURS CIP # 12.0409 SOC 39-5094

The educational objective of this course is to train Students in all phases of skin care & make up. To prepare the Students for the State Board exam and for employment in the field of skin care. To teach good work, study, health, and safety habits. To promote goal setting, positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, in advanced and related courses, including business courses. To disseminate all information regarding starting and operating their own business.

Beginning or Freshman Level – A minimum of 100 hours is devoted to the basics and fundamentals of Skin Care and related services. Classes for theory and application are conducted daily. Students then practice the newly learned skills on each other and models. During this level, students will be taught all stateboard practical procedures and clinic salon services deemed necessary to progress to student salon. A Student must demonstrate a thorough understanding of the subject matter by passing a final exam consisting of a written test and practical application meeting satisfactory progress to continue to the next level.

Advance or Senior Level – Students will continue to attend a minimum of 4 hours per week of theory classes in addition to special advanced classes and demonstrations. Advanced Level Students are expected to be able to perform all applications with a minimum of supervision and pass all written and practical tests meeting the minimum satisfactory progress requirements.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student's completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam, he/she will be allowed to repeat the class. The student's second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79% =	C Satisfactory
80% - 89% =	B Very Good	60% - 69% =	D Below Standards – Unsatisfactory
		0% - 59% =	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the course of Esthetician is the minimum required hours, classes and criteria as prescribed by the California State Board of Barbering & Cosmetology. The 600 hours may be completed in approximately 15 weeks. The instruction will consist of demonstration, lecture, classroom participation and examination: practical operation means the actual performance by the Student of a complete service on another person or on a model. Such technical instruction and practical operations shall include:

	<u>Minimum Hrs. Theory</u>	<u>Minimum Operations</u>
Cosmetology Act Board Rules & Regulations	10	
Cosmetology Chemistry	10	
Health & Safety/Hazardous Substance	20	
Electricity & Safety	10	
Bacteriology, Anatomy & Physiology	15	
Disinfection & Sanitation	10	10
Facials Manual & Electrical	20/30	40/60
Preparation: Salon & Spa Skills	15	
Chemical Skin Peels/Masks/Scrubs	20	40
Eyebrow Arching & Tweezing	5	10
Depilatories	20	40
Make Up	20	40
Corrective Make Up/False Eyelashes/Skin Analysis	20	40
Additional Training *	30 (Max)	
Additional Technical Training		80

*This category may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of Student daily records, modeling, desk & reception. It may also include not more than 6 hours of outside education. All Students shall have completed the specified minimum required hours and operations upon completion of the six hundred (600) hour course. A record of completion shall be issued pursuant to section 919.7.

4. MASSAGE THERAPY (CMT) – 650 HOURS CIP # 51.3501 SOC 31-9011

The educational objective of this course is to train the Student to be a **Massage Therapy**. This course will train the student in four main massage modalities which include Swedish massage, Deep Tissue & Sports Massage, Asian Systems/Acupressure & Shiatsu Massage, and Holistic Massage. This course will prepare the Student to receive their State of California Certification from the California Massage Therapy Council and for employment in the field of massage. Students will also learn how to own and operate their own massage business.

Beginning or Freshman Level – A minimum of 100 hours is devoted to the basics and fundamentals of Massage Therapy and related services. Classes for theory and application are conducted daily. Students then practice the newly learned skills on each other and models. During this level, students will be taught all practical procedures and clinic salon services deemed necessary to progress to clinic work. A Student must demonstrate a thorough understanding of the subject matter by passing a final exam consisting of a written test and practical application meeting satisfactory progress to continue to the next level.

Advance or Senior Level – Students will continue to attend a minimum of 4 hours per week of theory classes in addition to special advanced classes and demonstrations. Advanced Level Students are expected to be able to perform all applications with a minimum of supervision and pass all written and practical tests meeting the minimum satisfactory progress requirements.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student's completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam, he/she will be allowed to repeat the class. The student's second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79% =	C Satisfactory
80% - 89% =	B Very Good	60% - 69% =	D Below Standards – Unsatisfactory
		0% - 59% =	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the Massage Therapy course exceeds the California Massage Therapy Council's minimum required hours of 500 clock hours. Paris Beauty College's curriculum and course requirements require 650 clock hours and includes classes in Anatomy, Physiology, Contraindications, Health & Hygiene, Business & Ethics, and much more. California Law (California Business and Professions Code Section 4600 et seq) establishes statewide standards for voluntary massage therapist certification. The California Massage Therapy Council was created to provide voluntary statewide certification to eligible massage professionals using the California Business and Professions Code Section 4600 et seq as minimum standards. Paris Beauty College follows these minimum standards.

The 650 hours may be completed in approximately 33 weeks. The instruction will consist of demonstration, lecture, classroom participation and examination: practical operation means the actual performance by the Student of a complete service on another person or on a model. Such technical instruction and practical operations shall include at a minimum:

SWEDISH MASSAGE- 250 HOURS TOTAL

Minimum Theory Hours include:

40 hours Sciences of Anatomy & Physiology

- a. Cells, Tissues, Organs, Systems,
- b. Skeletal system
- c. Muscular system
- d. Circulatory system
- e. Respiratory system
- f. Digestive/Excretory System
- g. Nervous system
- h. Endocrine system
- i. Pathology

20 hours History of Massage Techniques

- a. Physiological effects of massage
- b. Emotional and mental effects of massage
- c. Contraindications
- d. Environment, sanitation, health & hygiene

50 hours – clinic training

100 hours Massage Theory, Techniques, & Application

- a. Basic principles of massage
- b. Procedures for complete body massage
- c. Chair massage
- d. Pregnancy massage
- e. Body mechanics and stress management

40 hours Professionalism and Business

- a. Ethics
- b. Consultation, charting, and client preparation
- c. Insurance/regulations, city, state, national
- d. Job Opportunities in the massage industry
- e. Promoting yourself/resume/business cards
- f. Creating your own massage business

DEEP TISSUE/SPORTS MASSAGE - 150 HOURS TOTAL

Minimum Clinic Hours 40

Minimum Theory Hours Below

24 hours Anatomy, Physiology, & Pathology

- a. Musculo-skeletal
- b. Kinesiology
- c. Signs & symptoms of disease

60 hours Massage Theory, Techniques, & Application

- a. Massage theory & history of different deep tissue massage
Of the different deep tissue massage movement
- b. Procedures for pre and post sports event massage

6 hours CPR

20 hours Professionalism and Business

- a. Ethics, insurance
- b. Contraindications

ASIAN SYSTEMS/ACUPRESSURE, SHIATSU 150 HOURS TOTAL

Minimum Theory Hours Include:

16 hours Sciences of Anatomy & Physiology

- a. Anatomy in relation to meridians
- b. Principle of the five elements

24 hours Potent Points

- a. Origins, uses and guidelines to acupressure
- b. Acupressure points & techniques for specific ailments

30 hours – clinic training

80 hours Massage Theory, Techniques, & Application

- a. Massage theory & history
- b. Identify the meridians and pressure points
- c. Procedure & techniques for acupressure massage
- d. Procedure & techniques for Shiatsu massage
- e. Understanding Yin and Yang

HOLISTIC MASSAGE- 100 HOURS TOTAL

Minimum Theory Hours Below

16 hours Hot Stone Massage

- a. Equipment protocol for hot stones
- b. Theory, precautions & contraindications
- c. Procedure for setting up equipment
- d. Procedure for hot stone massage

8 hours Essential Oils and Rain Drop Technique

- a. History & Science of essential oils
- b. Knowing your oils
- c. Procedure for raindrop technique

4 hours Meditation, Grounding & Chakra Work

- a. Locating and identifying Chakras
- b. History & benefits of meditation & grounding
- c. Meditation and grounding techniques

8 hours Recognizing Health & Illness

- a. Assessing health conditions
- b. Indications & Contraindications
- c. Making referrals to other health professionals
- d. Evaluating therapeutic outcomes

4 hours Professionalism/Business

- a. Incorporating holistic modalities into your massage business

20 hours – clinic training

16 hours Refelexology

- a. History of Reflexology
- b. Precautions & contraindications
- c. Benefits of reflexology
- d. Procedure for reflexology

16 hours Spa Body Therapies hours Professionalism and Business

- a. History of spa body therapies
- b. Contraindications
- c. Body wrap protocol
- d. Procedure for Salt Glow
- e. Procedure for Body Bronzing
- f. Procedure for Body Hydrating Wrap
- g. Procedure for Hot Poulitice body treatment
- h. Marketing Spa Body Therapies

8 hours Reiki First and Second Degree

- a. History of Reiki/Reiki defined
- b. The Reiki symbols
- c. Attunements
- d. Hand Positions
- e. Giving a Reiki Treatment

*This category may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of Student daily records, modeling, desk & reception. It may also include not more than 6 hours of outside education. All Students shall have completed the specified minimum required hours and operations upon completion of the six hundred fifty (650) hour course. A record of completion shall be issued pursuant to section 919.7.

5. SCHOOL CALENDAR

Classes begin approximately every 10 weeks. The first day of any new class is always on a Tuesday.

2016 Class Start Dates (subject to change)

Cosmo	Esthi	Mani
1/19/2016		
2/16/2016	2/16/2016	
3/1/2016		3/1/2016
3/15/2016		
	3/29/2016	
4/26/2016		4/26/2016

5/10/2016	5/10/2016	5/10/16
5/24/2016		
6/21/2016	6/21/2016	
7/5/2016		7/5/2016
8/2/2016	8/2/2016	
8/16/146		8/16/2016
8/30/2016		
	9/13/2016	
10/11/2016		10/11/2016
10/25/2016	10/25/2016	
11/8/2016		
	12/6/2016	

Paris Beauty College observes the following holidays:

New Years Day	Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Christmas Day		

6. CLASS SCHEDULE (example only)

This is an outline of the general manner in which the Student spends his/her time in school. This is just a sample schedule. Varying class times may be available and could be rotated by the school or instructor as needed.

TUESDAY	8:30 – 9:30	All students - classroom theory
	9:30 – 9:40	Break
	9:40 - 12:30	Orientation for new students, Advanced level students- clinic floor, Beginning Level Students - classroom procedure and demonstration
	12:30 – 1:00	Lunch/Beginning Level Students and instructors
	1:00 – 3:30	Demonstration/Practice Stateboard Wet Set
	3:30 – 3:40	Break
	3:40 – 4:30	Subject theory
	4:30 – 5:00	Time sheet documentation and Sanitation Duties
WEDNESDAY	8:30 – 10:00	All students - classroom theory, quest speaker, Salon Management and professional ethics
	10:00 – 10:10	Break
	10:10 – 12:30	Artificial Nails Demonstration and Practice
	12:30 – 1:00	Lunch/Beginning Level Students and instructors
	1:00 – 3:30	Demonstration in practical subjects
	3:30 – 3:40	Break
	3:40 – 4:30	Subject theory
4:30 – 5:00	Time sheet documentation and Sanitation Duties	
THURSDAY	8:30 – 9:30	All students - classroom theory
	9:30 – 9:40	Break
	9:40 - 12:30	Haircoloring Procedures
	12:30 – 1:00	Lunch/Beginning Level Students and instructors
	1:00 – 3:30	Haircoloring Theory
	3:30 – 3:40	Break
	3:40 – 4:30	Haircoloring demonstration
4:30 – 5:00	Time sheet documentation and Sanitation Duties	
FRIDAY	8:30 – 9:30	All students - classroom theory
	9:30 – 9:40	Break
	9:40- 12:30	Dermalight Facial procedure
	12:30 – 1:00	Lunch/Beginning Level Students and instructors

	1:00 – 3:00	Demonstration and practical
	3:00 – 3:10	Break
	3:10 – 5:00	Student Services, weekly timesheet balance, sanitation Duties
SATURDAY	8:30 – 12:30	Beginning Level students practical training, seniors - clinic floor
	12:30 – 1:00	Lunch (times may vary for all students on Sat.)
	1:00 – 4:30	Beginning Level students practical training, seniors - clinic floor
	4:30 – 5:00	Time sheet documentation and Sanitation Duties

TIME SHEET DOCUMENTATION

Student’s records of attendance, theory hours, and applied effort are to be maintained on a time sheet established for the course the student is enrolled in. Credits are to be noted daily with required signatures from an instructor in charge and the student. The date and hours attended must be shown. It is the responsibility of the student to keep accurate records. It is illegal to take the time sheet outside of the building as is punching someone else’s time sheet for them. Paris Beauty College will maintain student’s records of attendance, academics, and financial reports for a period of five years after student’s departure.

7. CAREER OPPORTUNITIES /HEALTH AND SAFETY INFORMATION

Ambitious capable women and men, after comparatively short experience, will find the door open for many interesting, well paid positions. Monetary compensation in the beauty industry may start as low as minimum wage for a person wanting to go into personal assisting programs. On the average newly licensed individuals may start out making \$12.00 to \$20.00 per hour. Remember tips will be a big part of your weekly take home pay also. How much you will make in your profession will vary on many things such as location of employment, hourly pay vs. commission pay, etc. Each employer will be different. Remember that this field is very individual and you are basically your own boss. It’s up to you how much effort you want to put into your business and how much of a reward you want in return.

Before entering any new career, you must prepare yourself for the possible physical and mental demands it may require. Some of these courses may require one to stand or to sit for long periods at a time. Sturdy shoes and good backs and posture are important in keeping you healthy over the long run. If you have been diagnosed with back troubles or carpal tunnel syndrome, you may need to consider the fact that these courses may require you to do a lot of work which can affect these disabilities. If you have certain learning disabilities, you may find the studies more challenging. Persons with learning or physical limitations are encouraged to visit a school or salon and observe the demands that will be placed on you.

During your time as a student you will come into contact with all different kinds of people from all walks of life. Everyone is treated equally and fairly. Your job will ultimately be “to serve the public” therefore, keep in mind you may or may not come into contact with people with different lifestyles than your own and possible ones with illnesses or disease. You will be taught during theory classes how to recognize some types of illnesses and disease and how to treat the situation. It’s to your benefit, and others, to become as knowledgeable as possible in health and safety issues.

The following list shows just some of the many positions available in the different fields:

COSMETOLOGY: Hairstylist, Hair Colorist, Manicurist, Make-Up Artist, Facialist, Wig & Hair piece specialist, Skin, Hair, and Scalp Specialist. Platform artist.

ESTHETICIAN: Facialist, Make-Up Technician for TV and Modeling, Make-Up Specialist, Chemical Peel Specialist, Hair Removal specialist, Esthetician for doctors of Dermatology or Plastic Surgery.

MANICURING: Manicurist, Pedicurist, Artificial Nail Specialist, Nail Art & Airbrush Artist, Spa specialties.

MESSAGE THERAPIST: Massage Therapist, Medical Clinic Massage Therapist, Chiropractic Doctors office, Spa and Salon working as an independent contracted Massage Therapist, Traveling Massage Therapist, Teacher.

Various other career opportunities that would apply to each of the fields listed above are:

Salon owner, Salon Manager, School Administrator, School Director/Owner, State Board Member, Board Examiner, Beauty Consultant, Traveling Platform Artist, Manufacturer Field Representative, Demonstration-Lecturer, Beauty Products Buyer, Beauty Products Research, Beauty Products Sales, and State and Federal Representative in various organizations of this industry.

8. ADDITIONAL FEES:

The following lists of fees are not applied into the calculation when determining refunds. However, any miscellaneous charges, as per the following list, which the student may have incurred at the institution, will be calculated separately at the time of withdrawal or graduation. Student is responsible for paying all applicable charges owed to the school before transcripts or any requested copies will be released.

- Late Payment Fee \$ 25.00 Duplicate Contract Copy \$ 5.00
- Contract Addendum Fee \$ 50.00 Duplicate Timecard Copy \$ 5.00
- Late Timecard Fee \$10.00 Student File Copy Fee \$25.00
- Additional Transcript Fee \$ 35.00 Duplicate Diploma Fee \$10.00
- Non-sufficient Funds Fee \$ 25.00

Paris Beauty College Stats/School Performance Fact Sheet Summary

2014	Graduation Rate	Licensure	Placement
Cosmetology	57.14%	86.96%	75.00%
Esthetician	85.11%	100%	67.50%
Manicuring	50.00%	100%	66.67%
Massage	62.5%	N/A	80%
School Average	70%	95.00%	71.05%

2015	Graduation Rate	Licensure	Placement
Cosmetology	73.33%	100%	76.19%
Esthetician	93.62%	91.89%	63.41%
Manicuring	66.7%	100%	75%
Massage	N/A	N/A	N/A
School Average	76.98%	97.30%	71.53%

This School Catalog is also available at ParisBeautyCollege.com. All paperwork including this catalog and the enrollment agreement are written in English. All courses are taught in English only.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, PO Box 980818 West Sacramento, CA 95798-0818 web: www.bppe.ca.gov, phone: (888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897.

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.

Paris Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against Paris Beauty College 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.)