# THANH LE COLLEGE, SCHOOL OF COSMETOLOGY

12875 CHAPMAN AVE ◆ GARDEN GROVE ◆ CA ◆ 92840 ◆ T: 714-740-2755

cosmo12875@yahoo.com/www.thanhlecollege.org

# SCHOOL CATALOG

***December 1, 2026 thru December 31, 2027***

***The catalog is updated annually or when needed***

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***YOU MUST BRING THIS COMPLETED FORM WITH YOU ON THE DAY THAT YOU CHOOSE TO ENROLL***

# PRE-ENROLLMENT RECEIPT OF INFORMATION

Applicant's Name _____

Program of Interest _____

**IT IS EXTREMELY IMPORTANT THAT YOU UNDERSTAND OUR SCHOOL AND ITS POLICIES AS PART OF YOUR DECISION TO ENROLL WITH US.**

Please read and understand the school's catalog and school disclosures prior to enrolling at the school.
The school's catalog and information is available on the website **www.thanhlecollege.com** or by visiting the school in person.

The items below are especially important and require your additional attention. Please note the page number for each catalog item in the space provided.
Please initial and date each item below to certify that you have read and understand each of them.
***It is important that you ask any questions about each specific section before initialing that section.***

| Topic | Location | Page # | Initials | Date |
|---|---|---|---|---|
| School's Graduation Rate | www.thanhlecollege.com | - | | |
| School's Licensure Rate | www.thanhlecollege.com | - | | |
| School's Job Placement Rate | www.thanhlecollege.com | - | | |
| Pre-Requisites for Employment | www.thanhlecollege.com | - | | |
| Certification or Licensure Requirements | Catalog | | | |
| State-required Information | Catalog | | | |
| Satisfactory Academic Progress Policy | Catalog | | | |
| Aptitude test | Catalog | | | |

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**Approval Disclosure Statement**

Thanh Le College, School of Cosmetology, is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009(as amended) and Division 7.5 of Title 5 of the California Code of Regulations

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

**Bureau For Private Postsecondary Education**
**1747 N. Market Blvd., Suite 225, Sacramento, CA 95834**
**P (916) 574-8900 Toll-Free (888) 370-7589**

The State of California's Department of Consumer Affairs – **Board of Barbering and Cosmetology (BBC)** is responsible for protecting and educating consumers who seek barbering and cosmetology. The BBC also regulates the individuals who provide these services and the salons in which the services are performed. Upon passing the Board's Barbering and Cosmetology Examination for Licensure, graduates of Thanh Le College will be issued their licenses and become privileged to work in their field in the State of California. If you have further questions or concerns, BBC may be contacted at:

**Board of Barbering and Cosmetology**
**PO Box 9442264 Sacramento, CA 94244-2260**
**(800) 952-5210**

Thanh Le College takes great pride in offering courses that have been accredited by **NACCAS,** the **National Accrediting Commission of Career Arts & Sciences.** The National Accrediting Commission of Career Arts & Sciences is recognized by the Unites States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy. If you have further questions or concerns, contact NACCAS at:

**NACCAS**
**3015 Colvin St, Alexandria, VA 22314**
**(703) 600-7600**

Thanh Le College is also recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant program and the Federal Supplemental Education Opportunity Grant program.

| Course name | CIP | Clock Hours | Instr. Weeks | Award | Distance Learning |
|---|---|---|---|---|---|
| *Cosmetology 1000 hrs | 12.0401 | 1000 hrs | 34-50 weeks | Certificate | NO |
| *Cosmetician 600 hrs | 12.0408 | 600 hrs | 20-30 weeks | Certificate | NO |
| *Cosmetology Instructor Trainee 600hrs | 12.0413 | 600 hrs | 20-30 weeks | Certificate | NO |
| Manicuring 400 hrs | 12.0410 | 400 hrs | 14-20 weeks | Certificate | NO |

***** *This course is eligible to participate in the USDE Title IV programs*

**Mission and Educational Objectives**

Thanh Le College is determined to always offer a strong curriculum in the field of cosmetology and to maintain that curriculum with the most modern techniques and the freshest styles. We at Thanh Le College feel that education is of pinnacle importance. Our faculty and staff are selected based on their abilities as well as their desires to help the students to achieve their educational goals. The administrators and instructors are encouraged to work closely with the students and attempt to tailor the educational experience to the individuals' needs. The College strives to ensure that each and every course that it offers is structured such that its graduates will have gained the necessary skills and knowledge to be competent, confident and professional as they embark onto their new employment in the new cosmetology industry.

**Administrative Business & School Hours**

The school administrative offices are open for business Tuesday through Saturday 9:00 am to 3:00 pm. For issues related to admissions, academics, financial aid, and job placement, feel free to visit our office during these business hours or to make an appointment, please call (714) 740-2755.

**Admissions Policy**

Note: *Thanh Le College does NOT actively recruit students from other institutions.* The school will admit an applicant who into a course *leading to State Licensure* when <u>one</u> of the following set of criteria has been satisfied:

| Cosmetology, Cosmetician & Manicuring | Cosmetology Instructor Trainee |
|---|---|
| 1. must be 17 years of age or older | 1. must be 17 years of age or older |
| 2. provide valid identification | 2. provide valid identification |
| 3.provide a social security card | 3. provide a social security card |
| 4. provide legal residency | 4. provide legal residency |
| 5. *provide a copy of High School Diploma, GED or its equivalent | 5. provide a copy of High School Diploma, GED or its equivalent. |

*The institution's admission policies require that each student meet one of the following:

a. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or

b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or

c. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency qualified to determine its academic equivalency to a U.S. high school diploma. Verification may be submitted after enrollment but must be completed and documented **before the disbursement of any Federal Pell Grant funds**.

**Please note:** *Thanh Le College does not provide an English-as-a-Second-Language course. Instruction is only taught in the English language. Visa services are not provided.*

"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."

As of **July 1, 2012**, Thanh Le College will not be accepting ability-to-benefit students. All prospective students who wish to apply for federal aid must obtain a U.S high School Diploma or its equivalent.

It is the institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the institutional catalog, the Institutional Performance Fact Sheet and other disclosures posted at the institution's website at www.thanhlecollege.com. These documents will assist the student to make a more educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually; the dates covered by the documents are stated on the cover page.

**Attendance Policy**

Full-time students shall be scheduled to attend classes a minimum of 30 clock-hours per week. Part-time enrollees shall be scheduled for a minimum of 20 clock-hours per week. Excessive absences will be reviewed with individual students as needed. Student who has been absent for 15 consecutive business days shall be dropped from the college. If a student is absent for 10 consecutive class days without notification, the school will attempt to contact the student to determine the student's anticipated date of return.

**Bankruptcy Disclosure**

In accordance with California Education Code Section 94909(a)(12), the institution makes the following disclosure:

- The institution does not have a pending petition in bankruptcy.
- The institution is not operating as a debtor in possession.
- The institution has not filed a petition in bankruptcy within the preceding five years.
- No petition in bankruptcy has been filed against the institution within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Section 1101 et seq.).

**Calendar & Holidays**

The College will be closed in honor of the following holidays: New Year's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day and Christmas Day. Additional closure dates due to "Special" holidays or other reasons may be declared and will be disclosed two weeks in advance. Students that wish to observe other religious holidays are respected and will be excused. Spring Break: 4-6-2027 to 4-9-2027, Summer break 6-18-2027 to 7-5-2027.

**Career Counseling**

The College counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors.

**Class Schedules**

Classes are held Tuesday through Saturday, from 9:00 a.m. until 3:00 p.m. Theory classes will be taught Tuesday through Saturday, from 9:00 a.m. to 3:00 p.m. As students' schedules may dictate,

additional sessions may be arranged. New classes will begin each Tuesday, or the first available business day of the week. Class sessions are held at 12875 Chapman Ave, Garden Grove, CA 92840.

**Constitution Day and Citizenship Day September 17th**

Constitution Day is observed each year on September 17th to commemorate the signing of the Constitution on September 17, 1787. It is also known as Citizenship Day, which "recognize all who, by coming of age or by naturalization, have become citizens."

**Copyright Infringement**

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

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

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

**Credit for Class & Practice Hours**

Students are required to record their attendance by maintaining proper timecards. Students will "Clock IN" when they arrive at school, Clock "IN and OUT" when taking their lunch break and "Clock OUT" when leaving for the day. California limits students to a maximum of 8 hours total credit per day. Students will be allowed up to seven (7) minutes to Clock-IN and receive credit for the full quarter (1/4) hour. Otherwise, the students Clock-IN time will be advanced to the next ¼ hour. Students will receive credit after an

instructor has graded each operation or project. The operations earned are recorded on the student's timecard. The student and an instructor must initial the timecard daily. At the end of the week, a new timecard is prepared from the prior week's card. Student hours and operations, once properly earned by the student, will not be deducted from the student records for any reason.

## Credit for Prior Experiential Learning

The college does not award academic credit for prior experiential learning, including work experience, on-the-job training, or skills acquired outside the institution.

The institution only considers credit previously earned through coursework completed at this institution, subject to review and approval by the school.

Since the institution does not award credit for prior experiential learning, no assessment fees or other charges apply. Students may not appeal a denial of credit for prior experiential learning because such credit is not awarded by the institution.

## Disclosure and Retention of Student Records

Educational records are defined as: Files, materials and documents maintained by the institution that contain information directly related to each student's period of enrollment. Students and parents or guardian of dependent minors have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present to provide clarification and/or answers to questions raised during the review of the student's file. Written consent from the student and/or the parents of a minor student and/or the parents of a tax-dependent student is required before educational records may be disclosed to any other party, with the exception of accrediting commissions and governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents.

All student transcripts shall be permanently retained as required by section 94900(b) of the Code. The institution shall also maintain for a period of 6 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

## Dismissal Policy

Students who have 15 or more consecutive business class day absences will be dismissed from the college. Failure to return from an approved leave of absence is also grounds for dismissal.

## Drug Abuse Prevention Program

The College strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with (TLC) who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

| | | |
|---|---|---|
| **CRISIS HOT LINE** | | **(714) 834-6900** |
| **THE ROQUE CENTER** | **9842 w 13TH STREET, GARDEN GROVE** | **(714) 839-0607** |
| **MARIPOSA WOMEN'S CENTER** | **812 TOWN & COUNTRY, ORANGE** | **(714) 547-4810** |

## English Language Proficiency Requirements

The college requires students to demonstrate sufficient English language proficiency to understand school documents, communicate with college personnel, and participate in academic activities.
English language proficiency may be established through either of the following methods:

1. **U.S. High School Diploma:** Applicants who graduate from an accredited high school in the United States are considered to have met the college's English language proficiency requirement. A copy of the diploma or official transcript serves as proof.
2. **Basic English Communication and Enrollment Documents:** International students or applicants educated outside the United States may demonstrate English proficiency during enrollment and orientation. Students who can participate in a basic English conversation and independently read, understand, and sign the college's enrollment agreement, course syllabus, and other required enrollment documents are considered to have demonstrated sufficient English language proficiency.

**Facilities**

Thanh Le College occupies a spacious 5000 square-foot facility located at 12875 Chapman Ave, Garden Grove, California. The school is designed to emulate salon conditions while allowing areas for study and discussion. We have one facial room, one theory classroom, and a spacious clinic floor consisting of 20 hair stations, 10 shampoo bowls, 10 hairdryers and 10 manicuring tables.
***Access and assistance are available to those that employ the use of a mobility aid.***

**Family Educational Rights and Privacy Act (FERPA)**

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

**Grievance Procedure**
If a student has a grievance that cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to take their grievance to the Institution's Director. It is preferred that grievances be presented in writing, but the college will accept verbal complaints. However, if after discussing the matter with the school's Director, the issue remains unresolved, students may present their grievance to Thanh Le, Owner. The school will provide a written response to all grievances within 10 business days. For further action (if the matter cannot be resolved at the institution), please contact BPPE.

"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 toll-free or by completing a complaint form, which can be obtained on the bureau's web site www.bppe.ca.gov."

**Health and Physical Considerations**
All students in the cosmetology, manicuring, cosmetician and cosmetology instructor training field must be in good physical health since he/she will be working in direct contact with customers. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

**Housing and Dormitory**
Thanh Le College does not offer any dormitory facilities. If you need assistance in finding housing, please contact the school administrator. We will be able to provide referrals to possible housing websites or resources, but Thanh Le College does not take responsibility for any housing placement. Housing and rentals are available in the area near the college, the approximate cost ranges from $1200 to $2000 per month based on availability.

**Job Placement:**
Thanh Le College does not guarantee job placement to any student. However, job placement assistance is provided to graduates at no additional charge. Upon graduation, each student's name is recorded in a placement register for follow-up. Informal guidance is available for interviews and interview skills.

**Leave Of Absence Policy**
An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. Occasionally, students may require extended absence (15 days or more) for personal, medical or other reasons. The college may allow a student, under such circumstances, to take a Leave of Absence (LOA) from the program. The LOA must be requested in advance in writing, signed by the student and must be approved by the school. Student must follow this policy when requesting a Leave of Absence.

The student must request each LOA, in advance, using the school's Leave of Absence Request Form. The student must provide the reason for the LOA, provided the start and the end dates for the LOA and the student must sign the form; the college can assist with completing the remaining information. The college's decision to approve or deny the LOA will be documented on the form.

If the unforeseen circumstances prevent the student from submitting the form prior to the beginning of an LOA, the student must notify the college as soon as possible to request the Leave of Absence. The college will fill out the Leave of Absence Request Form on the student's behalf (except for the student's signature). The college's decision to approve or deny the LOA will be documented on the form. If approved, the start date will be documented as the first that the student was unable to attend class and the student's signature will be collected later.

An LOA will NOT be granted if the requested LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period. Each approved Leave of Absence will extend the student's contract period by the same number of calendar days taken for the LOA. This new Expected End Date will be noted on the LOA Request Form and on an addendum to the student's enrollment agreement and initialed/signed by all parties.

There are no additional charges when a student requests a Leave of Absence. As well, a student granted an LOA in accordance with the college's policy is not considered to have withdrawn and no refund calculation will be required.

Student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of the approved LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

**Library**
The library is in the admissions office and shall be kept always locked to prevent theft. Students may request access to the materials at any time during the day. The library is made up of a selection of books, videotape, and CDs pertaining to all courses taught at the college. The books and videos maintained in the library are resources materials an intended to complement the students' standard texts. Additionally, trade magazines are subscribed to by the school and kept on hand in the library for students and faculty to check out and review at their leisure.

**Long Distance Learning**
Thanh Le College does not offer long distance learning.

**Make-up Work**
Failed or missed examinations may he made up within the course period by any student. The opportunity to take makeup examinations may he requested by the student at any time. Make-up

Examinations will also be scheduled by the school at least once per week. Grades received on make-up examinations will be averaged with other examinations to obtain the above grade.

**Non-Discrimination Policy**

Thanh Le College does not discriminate on the basis of sex, race, color, ethnic origin, age or religion in the Education programs, admission, instruction, graduation policies and other activities which it operates and is prohibited in such manner by law.

**Occupational Objectives and Standard Occupational Classification (SOC) Codes**

The following programs prepare graduates for employment in the occupations listed below, as classified by the United States Department of Labor's Standard Occupational Classification (SOC) system:

1. **Cosmetology**
   - SOC Code: 39-5012
   - Hairdressers, Hairstylists, and Cosmetologists
2. **Cosmetician**
   - SOC Code: 39-5012
   - Hairdressers, Hairstylists, and Cosmetologists
3. **Manicuring**
   - SOC Code: 39-5092
   - Manicurists and Pedicurists
4. **Cosmetology Instructor Trainee**
   - SOC Code: 25-1194
   - Career/Technical Education Teachers, Postsecondary

**The Office of Student Assistance and Relief/ OSAR**

"The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (916) 263-1897 or by visiting (www.osar.bppe.ca.gov)."

**Orientation**

An orientation will be conducted on or prior to a student's first day of class. The student will be given a basic overview of the course. The instructor will also discuss the school's policies, rules and regulations; any of the necessary forms that have not been completed may be reviewed and completed at this time. Students are encouraged to visit the school for at least 4 days, prior to enrolling, to observe and "get a taste" of Cosmetology. This is a career move and should be carefully weighed prior.

**Re-Entry Policy**

Students that are re-entering their course of training at this institution will be given any prior credits that they have received. The credits will be given regardless of the time frame that has occurred since their prior enrollment. Each re-entry is treated on an individual basis. Thanh Le College reserves the right (with just cause) to reject a student's re-entry.

**Transfer and Articulation Agreements**

Thanh Le College, School of Cosmetology does not have any transfer or articulation agreements with other colleges or universities. The institution does not accept transfer credits from other beauty schools. Students enrolling in the institution's programs are required to complete the applicable program requirements at this institution. Thanh Le College, School of Cosmetology does not accept transfer hours from other institutions.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at THANH LE COLLEGE, SCHOOL OF COSMETOLOGY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn at Thanh Le College, School of Cosmetology, is also at the complete discretion of the institution to which you may seek to transfer. If the hours 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 goals. This may include contacting an institution to which you may seek to transfer after attending THANH LE COLLEGE, SCHOOL OF COSMETOLOGY to determine if your hours will transfer.**

**Scholarships**

Our college does not have an institutional scholarship program. However, Thanh Le College does participate Federal Aid programs and financial aid is available to those who qualify. For information on these programs, please refer to the Financial Aid section of this catalog.

**Student Transcript Policy**

The college will provide current and former students access to their academic transcripts in accordance with applicable California law.

A reasonable transcript processing fee may be charged to cover the actual cost of preparing and providing the transcript. The same fee applies to all students, regardless of their financial standing with the college.

The college will not refuse, withhold, delay, or condition the issuance of a transcript on the payment of outstanding tuition, fees, or other financial obligations.

Outstanding student balances may be pursued through lawful collection procedures independently of the institution's obligation to provide transcripts.

**Student Tuition Recovery Fund (STRF)**

- "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be 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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.
- To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because 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.
- 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 more than 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."

Bureau for Private Postsecondary Education
PO Box 98018
West Sacramento, CA 95798-0818
P: Tel: 916-574-8900 Toll -Free 888-370-7589
www.bppe.ca.gov

# Satisfactory Academic Progress Policy (SAP)
# (Must initial Pre-enrollment checklist at front of this Catalog)

This policy provides to applicants prior to enrollment. This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by the institution under the guidelines of the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the U.S. Department of Education. This policy applies to all students enrolled in any NACCAS –approved program at the institution, regardless of attendance status (part-time or full-time).

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Each student must be evaluated for SAP by (1) the midpoint of the academic year or (2) the midpoint of the program, whichever is shorter. However, at Thanh Le College, a written evaluation of the progress of each student is prepared at the following intervals based on actual clock hours completed. All evaluations are completed within 7 school business days, signed by both school staff and student, and kept in student's file for 6 years. Copies of evaluations are given to students once signed by both parties.

| Subject | 1st SAP | 2nd SAP |
|---|---|---|
| Cosmetology 1000hrs | 450hrs | 900hrs |
| Cosmetician 600hrs | 300hrs | 600hrs |
| Cosmetology Instructor Trainee 600 hrs | 200hrs | 400hrs |
| Manicuring 400 hrs | 300hrs | 600hrs |

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Re-Entry Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

An SAP evaluation consists of two assessments: a cumulative quantitative attendance score and a cumulative qualitative academic performance score. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a minimum attendance grade of 67% (D+) and a minimum academic average (calculated from the areas listed below) of 70% (C) to maintain satisfactory academic status.

- **Attendance:** Students must maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20).
- **Academic Performance** will be determined using grades, and/or work projects completed, and/or comparable factors measurable against a norm.
  - **(1) Theory Exams** – Tests will be administered to evaluate each student's knowledge of their chosen fields. The average of the test scores must be no lower than 70% (C).
  - **(2) Practical & Clinical Operations** – Every practical and clinical operation will be graded by the instructors based on a set of pre-determined criteria. The average of these grades will become the student's Practical Grade and must be no lower than 70% (C).

**ATTENDANCE PROGRESS EVALUATIONS**

Students must complete a course **within 150% of the course length** as defined in the enrollment agreement. Students who exceed the maximum timeframe shall be terminated from the program and may re-enroll in a program on a cash-pay basis. Students that are re-entering their course of training at this institution will be given any prior credits that they have received. The credits will be given regardless of the time frame that has occurred since their prior enrollment. Each re-entry is treated on an individual basis. Thanh Le College reserves the right (with just cause) to reject a student's re- entry.

Manicuring 400hrs

The table below shows the maximum time allowed to complete each course.

| COURSE | Enrollment Status | Total length Clock Hours | | Academic Year | maximum time frame Course Length @150% | |
|---|---|---|---|---|---|---|
| Cosmetology 1000hrs | Full Time (30Hrs/Wk) | 1000 Hrs | 34 weeks | 450 clock hrs & 15weeks<br>900 clock hrs & 30weeks<br>1000 clock hrs & 34 weeks | 1500 Hrs | 50 weeks |
| Cosmetology 1000hrs | Part Time (20Hrs/Wk) | 1000 Hrs | 50 weeks | 450 clock hrs & 20 weeks<br>900 clock hrs & 46weeks<br>1000 clock hrs & 50weeks | 1500 Hrs | 75 weeks |
| Cosmetician | Full Time (30Hrs/Wk) | 600 Hrs | 20 weeks | 300 clock hrs & 10weeks<br>600 clock hrs & 20weeks | 900 Hrs | 30 weeks |
| Cosmetician | Part Time (20Hrs/Wk) | 600 Hrs | 30 weeks | 300 clock hrs & 20weeks<br>600 clock hrs & 30 weeks | 900 Hrs | 45 weeks |
| Cosmetology Instructor Trainee | Full Time (30Hrs/Wk) | 600 Hrs | 20 weeks | 300 clock hrs & 10weeks<br>600 clock hrs & 20weeks | 900 Hrs | 30 weeks |
| Cosmetology Instructor Trainee | Part Time (20Hrs/Wk) | 600 Hrs | 30 weeks | 300 clock hrs & 20weeks<br>600 clock hrs & 30weeks | 900 Hrs | 45 weeks |
| Manicuring | Full Time (30Hrs/Wk) | 400 Hrs | 14 weeks | 200 clock hrs & 7weeks<br>400 clock hrs & 7weeks | 600 Hrs | 20 weeks |
| Manicuring | Part Time (20Hrs/Wk) | 400 Hrs | 20 weeks | 200 clock hrs & 10weeks<br>400 clock hrs & 20weeks | 600 Hrs | 30 weeks |

Students on an approved Leave of Absence will have their contract period and maximum time frame extended by the same number of days as the leave of absence.

The maximum time allowed for re-entry students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

**ACADEMIC PROGRESS EVALUATIONS**

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

**Grading System:** Students shall receive grades for their theory, practical and clinical work. Points and percentages shall be converted to Letter Grade based on the scales below.

| Practical Operation Grade | Percentage | Points | Theory Grade | Percentage | Cumulative Academic Grade |
|---|---|---|---|---|---|
| A | 100-90% | 10-9 | A | 100-90% | A |
| B | 89-80% | 8 | B | 89-80% | B |
| C | 79-70% | 7 | C | 79-70% | C |
| D | 69-60% | 6 | D | 69-60% | D |

Students fulfilling all the criteria for SAP (as stated above) at any evaluation point will be making Satisfactory Academic Progress until the next scheduled evaluation. Students will have access to SAP evaluation results at the time of the evaluation and upon request.

## Determination of Progress Status

Students fulfilling two criteria for SAP (as stated above) at any evaluation point will be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

**Student Notification**

Students receive monthly grade indicating their current progress status. If upon reaching a scheduled checkpoint, a student is found to be not making satisfactory progress, they will also receive written notification that they have been placed on warning or probation and that their eligibility for financial aid may be impacted. If they are found to be making satisfactory progress, no additional student notification will occur.

**Failing to Meet Satisfactory Academic Progress**

**Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not **met both the attendance and academic requirements,** he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds and will become responsible for the remainder of the costs for their education. Students who lose their eligibility for Title IV funds and choose to continue to attend school at their own expense will still be evaluated for SAP at the prescribed intervals.

**Probation Periods**

Prior to students being placed on Probation Students who fail to meet minimum requirement for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meeting 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 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 a progress and, if applicable, students will not be deemed eligible to receive Title IV, HEA grogram funds. Upon being placed on a Probation Status, a student may be deemed as still eligible for Title IV Financial aid if

- The student successfully appeals the negative progress determination prior to being placed on probation.
- Thanh Le College determines that it is possible for the students to meet the minimum satisfactory progress standards by the end of the evaluation period.
- Thanh Le College develops an academic plan for the student that, if followed, will ensure that the student is able to meet the college's SAP requirements by a specific point within the maximum timeframe established for the individual student.

Any student who wishes to appeal his or her non-satisfactory progress status must submit a written request to the Director of the institution. The request is to be presented within 15 days of the determination of the student's status and must describe any circumstances such as death of a relative, an injury or illness of the student or other allowable special circumstances that the student believes deserve special consideration. The Director and staff shall evaluate the appeal within 5 business days and notify the student in writing of his or her decision. This decision will be final. All documents pertaining to student's appeal and decision shall be maintained in the student's file for six years.

A student who does not successfully appeal or does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, unless the student is on warning period, will lose financial aid eligibility for the remainder of the evaluation period.

**Re-establishment for 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 warning or probation period.

**Reinstatement of Eligibility for Financial Aid**
A student that prevails upon the appeal process will regain Satisfactory Progress Status and, if necessary, eligibility for Financial Aid shall be reinstated.

**Course Incomplete**
Course incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's courses of instruction.

**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 warning or probationary period.

**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.

**Make-up Work**
Failed or missed examinations may he made up within the course period by any student. The opportunity to take makeup examinations may he requested by the student at any time. Make-up Examinations will also be scheduled by the school at least once per week. Grades received on make-up examinations will he averaged with other examinations to obtain the above grade.

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

## Transfer and Articulation Agreements

Thanh Le College, School of Cosmetology does not have any transfer or articulation agreements with other colleges or universities. The institution does not accept transfer credits from other beauty schools. Students enrolling in the institution's programs are required to complete the applicable program requirements at this institution. Thanh Le College, School of Cosmetology does not accept transfer hours from other institutions.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at THANH LE COLLEGE, SCHOOL OF COSMETOLOGY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn at Thanh Le College, School of Cosmetology, is also at the complete discretion of the institution to which you may seek to transfer. If the hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at the institution you are transferring. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending THANH LE COLLEGE, SCHOOL OF COSMETOLOGY to determine if your hours will transfer.**

**Tuition and Fees Policies**

Institutional charges for the entire tuition, registration fee, books and supplies may be assessed and posted in the student's tuition account within the first payment period. Please refer to "Payment Period" definition.

**COSMETOLOGY PROGRAM Schedule of Total Charges**

| Charges | 1st Period 250hrs | 2nd Period 250hrs | 3rd Period 250hrs | 4th Period 250hrs | Total charges |
|---|---|---|---|---|---|
| Tuition | $2465 | $2465 | $535 | $535 | $6000 |
| Tuition | $2465 | $2465 | $535 | $535 | $6000 |
| Books and Kit | $300 | $200 | — | — | $500 |
| STRF | $0 | — | — | — | $0 |
| **Total Charges** | **$2765** | **$2665** | **$535** | **$535** | **$6100** |

**Estimated total charges for the entire cosmetology program**

**COSMETICIAN PROGRAM Schedule of Total Charges**

| Charges | 1st Period 150hrs | 2nd Period 150hrs | 3rd Period 150hrs | 4th Period 150hrs | Total charges |
|---|---|---|---|---|---|
| Tuition | $2465 | $2465 | $535 | $535 | $6000 |
| Registration Fee | $100 | — | — | — | $100 |
| STRF | $0 | — | — | — | $0 |
| Books and Kit | $200 | $200 | — | — | $400 |
| **Total Charges** | **$2765** | **$2665** | **$535** | **$535** | **$6100** |

**Estimated total charges for the entire cosmetician program**

**COSMETOLOGY INSTRUCTOR TRAINEE Schedule of Total Charges**

| Charges | 1st Period 150hrs | 2nd Period 150hrs | 3rd Period 150hrs | 4th Period 150hrs | Total charges |
|---|---|---|---|---|---|
| Tuition | $1500 | $1500 | $1500 | $1500 | $6000 |
| Registration Fee | $100 | — | — | — | $100 |
| STRF | $0 | — | — | — | $0 |
| Books and Kit | $200 | $200 | — | — | $400 |
| **Total Charges** | **$1800** | **$1700** | **$1500** | **$1500** | **$6500** |

**Estimated total charges for the entire cosmetology instructor trainee program**

**MANICURING Schedule of Total Charges**

| Charges | 1st Period 100hrs | 2nd Period 100hrs | 3rd Period 100hrs | 4th Period 100hrs | Total charges |
|---|---|---|---|---|---|
| Tuition | $500 | $500 | $500 | $500 | $2000 |
| Registration Fee | $100 | — | — | — | $100 |
| STRF | $0 | — | — | — | $0 |
| Books and Kit | $0 | $100 | 100 | 100 | $0 |
| **Total Charges** | **$600** | **$600** | **$600** | **$600** | **$2400** |

**Estimated total charges for the entire manicuring program**

*Books and supplies purchased at the college are optional. If a student decides to drop from a course within 10 business days of enrollment AND the supplies have not been opened (for sanitary reasons) and the books are salable, the cost of Books and supplies will be refunded.

**Approved Text and Reference Books**

Milady's Standard Textbook of Cosmetology, 13th Edition, Blk. cover Milady's Standard Fundamentals for Estheticians, 12th Edition, Blk. Cover Milady's Standard Nail Technology, 7th Edition, Blk. cover

**Methods of Payment**

Students are expected to contribute from their own family resources toward the cost of their education at Thanh Le College. Tuition and expenses may be paid in full at the time of enrollment, but payment plans are also available from Thanh Le College. It is the school's policy to request that the student, whenever possible, make contributions toward their school charges by making weekly or monthly installments, in accordance with their individual financial situation. Thanh Le College accepts payment in cash, money order, personal checks and/or Title IV.

Federal Student Financial Aid is available, to those that qualify, to cover educational expenses. Financial aid will be disbursed in the form of Pell Grants (no repayment required). All estimates of available funds from financial aid will be first used to cover institutional charges. If funds remain available, they will be disbursed directly to the student.
For information on the aid programs, please contact the financial aid office. The expenses of the entire educational experience need to be included in planning the student's ability to meet those expenses.

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will document the percentage of the course which has been completed.

**Graduation Requirement**

When a student has completed the required theory hours and practical operations with a Cumulative Grade Point Average of 70% (C) or better, they will be awarded a certificate graduation from Thanh Le College, School of Cosmetology.

**Placement**: This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

**Course Title: Cosmetology 1000-hours 20-30 hours per week**

COURSE DESCRIPTION: Cosmetology is the science of hair, skin and nail care. In this course students will learn and practice hair care skills (including washing, cutting, coloring, perming and conditioning), skin care (including facials, wraps, massages, hair removal and makeup), and nail care (clean, shape, polish fingernails and toenails).

COURSE GOALS: The cosmetology course will provide the student in training in all phases of cosmetology. Upon completion of the course the student will have the knowledge and skill required to pass the exam offered by the State Board of Barbering and Cosmetology for a California cosmetology license.

Please note: Thanh Le College does not provide an English-as-a-Second-Language course. The course will be taught in English.

**Cosmetology: (1,000 Clock Hours)**

The course of study for Cosmetology consists of 1000 clock hours and explores all facets of cosmetology, skin care, manicure and pedicure as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Beauty field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a cosmetologist in the state of California.

Educational Goals

Performance Objectives

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of hair, skin, and nails.
3. Acquire the knowledge of subjects relative to cosmetology including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

Skills to Be Developed

1. The proper use of implements relative to all cosmetology services.
2. The ability to properly analyze the scalp, face and hands to identify any disorders prior to performing services.
3. The procedures and terminology used in performing all cosmetology services.
4. The application of daytime and evening make-up, including the application of false strip eyelashes.
5. The proper procedure of manicuring to include water and oil manicure and pedicure.
6. The application of brushed-on nails, wraps, and nail tips.

Attitudes and Appreciations to Be Developed

1. Learn to appreciate good workmanship common to cosmetology.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

Course Content: The curriculum for cosmetology consists of 1000 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.
Such technical instruction and practical operations shall include:
(a) A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology, as defined in Section 7316.
(c) The curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

(1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

(2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

(3) Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

(4) Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

(5) One hundred fifty hours in skin care services, which includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

(6) Fifty hours in hair removal and lash and brow beautification, which includes tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

(7) One hundred hours in manicure and pedicure, which includes water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

*One hundred hours, which includes first aids, anatomy, business managements, and resume preparation. (Amended by Stats. 2021, Ch. 648, Sec. 20. (SB 803) Effective January 1, 2022.)

**Graduation Requirements:** When a student has completed the required theory hours and practical operations a Cumulative Grade Point Average of 70% (C) or better, they will be awarded a certificate graduation from Thanh Le College, School of Cosmetology.

**Licensing Requirements:** Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

**GRADING PROCEDURES**
Theory Exams – Tests will be administered to evaluate each student's knowledge of their chosen fields. The average of the test scores must be no lower than 70% (C).

Practical & Clinical Operations – Every practical and clinical operation will be graded by the instructors based on a set of pre-determined criteria. The average of these grades will become the student's Practical Grade and must be no lower than 70% (C). Hands-on practical tests will be given on all procedures set forth in Cosmetology Performance Criteria book published by the California Department of Consumer Affairs, Barbering and Cosmetology Program applicable to the student's particular program. All students must pass each such test with a score of 70% or better.

Grading System: Students shall receive grades for their theory, practical and clinical work. Points and Letter Grades shall be converted to percentages based on the scales below.

| Practical Operation Grade | Percentage | Points | Theory Grade | Percentage |
|---|---|---|---|---|
| A | 100-90% | 10-9 | A | 100-90% |
| B | 89-80% | 8 | B | 89-80% |
| C | 79-70% | 7 | C | 79-70% |
| D | 69-60% | 6 | D | 69-60% |
| F | 59% or below | 5 | F | 59% or below |

COURSE FORMAT:

Students will learn theory and then put it into practice. Tuesdays through Saturdays are spent in theory class, where the student will receive classroom instruction. Wednesdays through Saturdays, students will practice what they have learned on doll heads and live models.

| | | | |
|---|---|---|---|
| Theory hours | 5 hrs | Tuesday to Saturday | 9:00am to 10:00am |
| Practical hours | 25 hrs | Tuesday to Saturday | 10:00am to 3:00pm |

REQUIRED ASSIGNMENTS:

A. Reading Assignments: The student is required to read assigned chapters in the textbook.

B. Writing Assignments: Some exams are essays. Students are required to outline chapters in the book as part of their classroom assignments.

C. Assignments that demonstrate critical thinking: The student must demonstrate problem solving by analyzing a patron's needs, recognize any problems, visualize final product, set up a logical procedure and have instructor approve finished product.

TEXTS, WRITTEN MATERIALS, EQUIPMENT

1. REQUIRED TEXT: Standard Textbook of Cosmetology. Published by Milady Publishing (International Thomson Publishing) approved by the California Board of Barbering and Cosmetology) and Exam Review book. All are supplied in the student kit.
2. REFERENCES:

• Health and Safety Course on Hazardous Substances, Basic, Labor Laws, and Physical and Sexual Assault Awareness pursuant to Chapter 10, B&P section 7389. Copies provided by the school.

• California State Board of Barbering and Cosmetology's Act and Regulations pursuant to Title 16, CCR section 961(b)(2). Copies provided by the school.

3. SUPPLEMENTAL AIDS:

•Handout instruction sheets; charts; diagrams: provided free by instructors as needed.

•Theory and reference books available at the school office

•Instructional videotapes available at the school office.

4. STUDENT KIT: At the beginning of the course the student will purchase a kit with textbook and all necessary equipment they will need. The student may purchase their kit from another source, but the contents must be salon quality. A list of the kit contents is attached to the

enrollment agreement.

950.12. Work upon Paying Patrons

(a) A student enrolled in a school shall not be permitted to work upon a patron paying for services until he or she has completed the freshman period of training and instruction. The freshman period shall be 10 percent of the total training hours specified for each course.

(b) A student enrolled in a school shall not be permitted to work upon a patron paying for a service until the student has completed technical instruction and practical training in the service for which a patron is paying.

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

NOTE: Authority cited: Sections 7312 and 7362, Business and Professions Code. Reference: Sections 7362(b), 7362.5, 7364, 7365, and 7366, Business and Professions Code.

961. Text and Reference Books for Students

(a) In teaching, schools shall use text and reference books approved by the board. They may use other teaching material to supplement the approved text and reference books.

(b) Each student shall possess the following:

(1) At least one (1) of the textbooks approved by the board.

(2) The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology.

(c) There shall be one available for the use of students in the school:

(1) A list of the text and reference books approved by the board.

(2) Any two approved texts other than the one text possessed by the student.

NOTE: Authority cited: Sections 7312 and 7362, Business and Professions Code. Reference: Section 7362, Business and Professions Code.

**COURSE TITLE:Cosmetician 600 hours total: 20-30 hours per week**

COURSE DESCRIPTION: Esthetics is the science of skin care. In this course students will learn and practice an array of services from applying facial masks, peels, and herbal wraps, to massages, skin analysis, exfoliation, deep cleansing, product recommendations, hair removal and makeup application.

COURSE GOALS: The esthetician course will provide the student training in all phases of skin care. Upon completion of the course the student will have the knowledge and skill required to pass the State Board examination for a California esthetician license.

Please note: Thanh Le College does not provide an English-as-a-Second-Language course. The course will be taught in English.

Cosmetician: (600 Clock Hours)

The course of study for Cosmetician consists of 600 clock hours covering all aspects of skin care as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Beauty field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a Cosmetician in the state of California.

Educational Goals:

Performance Objectives

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of Cosmetician.
3. Acquire the knowledge of subjects relative to Cosmetician including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

Skills to Be Developed

1. The proper use of implements relative to all Cosmetician services.
2. The ability to properly analyze the skin to identify any conditions or disorders prior to performing services.
3. Develop the knowledge to confidently select and administer products based on individual customer needs.
4. Develop the knowledge and confidence to safely perform all operations authorized for and Cosmetician.

Attitudes and Appreciations to be Developed

1. Learn to appreciate good workmanship common to practicing Cosmeticians.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

Course Content: The curriculum for the Cosmetician course consists of 600 clock hours of technical instruction and practical operations covering all practices of a Cosmetician pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

(a) A course in skin care course established by a school shall consist of not less than 600 hours of practical and technical instruction.

(b) The curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:
(1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.
(2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.
(3) Three hundred fifty hours in skin care, which includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.
(4) Fifty hours in hair removal and lash and brow beautification, which includes tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.
(Amended by Stats. 2021, Ch. 648, Sec. 22. (SB 803) Effective January 1, 2022.)

**Graduation Requirements:** When a student has completed the required theory hours and practical operations with a Cumulative Grade Point Average of 70% (C) or better, they will be awarded a certificate graduation from Thanh Le College, School of Cosmetology.

**Licensing Requirements:** Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

**GRADING PROCEDURES:**
Theory Exams – Tests will be administered to evaluate each student's knowledge of their chosen fields. The average of the test scores must be no lower than 70% (C).
Practical & Clinical Operations – Every practical and clinical operation will be graded by the instructors based on a set of pre-determined criteria. The average of these grades will become the student's Practical Grade and must be no lower than 70% (C). Practical Testing: Hands-on practical tests will be given on all procedures set forth in Cosmetology Performance Criteria book published by the California Department of Consumer Affairs, Barbering and Cosmetology Program applicable to the student's particular program. All students must pass each such test with a score of 70% or better.

Grading System: Students shall receive grades for their theory, practical and clinical work. Points and Letter Grades shall be converted to percentages based on the scales below.

| Practical Operation Grade | Percentage | Points | Theory Grade | Percentage |
|---|---|---|---|---|
| A | 100-90% | 10-9 | A | 100-90% |
| B | 89-80% | 8 | B | 89-80% |
| C | 79-70% | 7 | C | 79-70% |
| D | 69-60% | 6 | D | 69-60% |
| F | 59% or below | 5 | F | 59% or below |

COURSE FORMAT:
Students will learn theory and then put it into practice. Tuesdays to Saturdays are spent in theory class, where the student will receive classr o o m instruction. Tuesdays to Saturdays, students will practice what they have learned on doll heads and live models.

| | | | |
|---|---|---|---|
| Theory hours | 5 hrs | Tuesday to Saturday | 9:00am to 10:00am |
| Practical hours | 25 hrs | Tuesday to Saturday | 10:00am to 3:00pm |

REQUIRED ASSIGNMENTS:
Reading Assignments: The student is required to read assigned chapters in the textbook.
Writing Assignments: Students are required to outline chapters in the book as part of their classroom assignments.

Assignments that demonstrate critical thinking: The student must demonstrate problem solving by analyzing a patron's needs, recognize any problems, visualize final product, set up a logical procedure, and have instructor approve finished product.

TEXTS, WRITTEN MATERIALS, EQUIPMENT:
The textbook for the course is the Milady's Standard Textbook for Professional Estheticians and must be purchased by the student. The school will provide free of charge any other instructional materials, such as charts, diagrams, lists, etc., as appropriate.

Each student is required to have an esthetician "Kit" consisting of all essential equipment needed for clinic (practical) training. The kit may be purchased from the school, or the student may obtain their own.

950.12. Work upon Paying Patrons
(a) A student enrolled in a school shall not be permitted to work upon a patron paying for services until he or she has completed the freshman period of training and instruction. The freshman period shall be 10 percent of the total training hours specified for each course.
(b) A student enrolled in a school shall not be permitted to work upon a patron paying for a service until the student has completed technical instruction and practical training in the service for which a patron is paying.
(c) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin.
961. Text and Reference Books for Students
(a) In teaching, schools shall use text and reference books approved by the board. They may use other teaching material to supplement the approved text and reference books.
(b) Each student shall possess the following:
(1) At least one (1) of the textbooks approved by the board.
2) California State Board of Barbering and Cosmetology's Act and Regulations pursuant to Title 16, CCR section 961(b)(2). Copies provided by the school.
(3) Health and Safety Course on Hazardous Substances, Basic, Labor Laws, and Physical and Sexual Assault Awareness pursuant to Chapter 10, B&P section 7389. Copies provided by the school.
(c) There shall be one available for the use of students in the school:
(1) A list of the text and reference books approved by the board.
(2) Any two approved texts other than the one text possessed by the student.
NOTE: Authority cited: Sections 7312 and 7362, Business and Professions Code. Reference: Section 7362, Business and Professions Code.

## Cosmetology Instructor Trainee: (600 Clock Hours)

The Cosmetology instructor course consists of 600 clock hours covering all aspects of teaching the art of Cosmetology, as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career as an instructor in the Cosmetology Industry and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to teach Cosmetology in the state of California.

**Educational Goals:**

**Some of the Performance Objectives**

1. Develop the ability to teach related information, manipulative operations and techniques.
2. Develop the ability to use various teaching aids, such as instruction sheets, visual aids and tests to provide information about the subjects being taught.
3. Develop the ability to determine the best applications of specific teaching techniques used by the vocational teacher in the working area and in the classroom.

**Some of the Skills to Be Developed**

1. Develop, through occupational experiences, personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and instill the desire to learn in even the most difficult student.
3. Development of course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate quick and easy set-up and preparation of a class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

**Attitudes and Appreciations to be Developed**

1. Learn to appreciate the necessity for constant effort toward the achievement of professional competency as a teacher.
2. Realize the importance of developing personal characteristics that contribute to success in teaching.

**Course Content:** The curriculum for the Cosmetology instructor course consists of 600 clock hours of technical instruction and practical operations covering all practices of a Manicurist pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the actual performance, by the instructor trainee, of teaching techniques and principles.

Such technical instruction and practical operations shall include:

| Subject: | Minimum Hours of Technical Instruction | Minimum Practical Operations |
|---|---|---|
| 1. The Barbering and Cosmetology Act and the Department's Rules and Regulations | 20 | |

| Subject: | Minimum Hours of Technical Instruction | Minimum Practical Operations |
|---|---|---|
| 2. preparatory instruction: | | |
| A. Instructional techniques, method of instruction, lecture, demonstration, performance, communication skills, instructional aids, and use of questions to promote learning. | 40 | |
| B. Organization Technique, four (4) step teaching method, performance objectives and learning domains, etc. | 40 | 40 |
| C. Lesson planning, subject, title, outlines, development and visual aids etc. | 60 | 40 |
| D. Techniques of evaluation, purpose of test, types of test, test administration, scoring and grading, etc. | 40 | |
| 3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations: (shall be conducted under the supervision of a licensed instructor | 140 | |
| 4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory. A student enrolled in the 600-hour instructor training course may not engaged in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course. | 200 | |

**Graduation Requirements:** When a student has completed the required theory hours and practical operations with a Cumulative Grade Point Average of 70% (C) or better, they will be awarded a certificate of graduation from, Thanh Le College, School of Cosmetology.

**Licensing Requirements:** Applicants must have a U.S. High School Diploma, or its equivalent, and hold a current, valid California Cosmetology license. Also, the student must provide a signed affidavit from their employer attesting to the student's level of experience.

**Manicuring: (400 Clock Hours) 20 to 30 hours per week**

COURSE DESCRIPTION: Manicuring is the science of nail care. In this course students will learn to clean shape and polish fingernails and toenails; groom cuticles and apply cream to hands and arms (feet and calves in the case of pedicures); and apply a variety of artificial nails and nail color.

COURSE GOALS: The manicuring course will provide the student training in all phases of nail care. Upon completion of the course the student will have the knowledge and skill required to pass the State Board examination for a California manicuring license.

Please note: Thanh Le College does not provide an English-as-a-Second-Language course. The course will be taught in English.

The Manicuring course consists of 400 clock hours covering all aspects of nail care, manicure and pedicure, as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the manicuring field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a Manicurist in the state of California.

Educational Goals:

Performance Objectives

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of Nail Care.
3. Acquire the knowledge of subjects relative to Manicuring including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

Skills to Be Developed

1. The proper use of implements relative to all Manicures, Pedicures and Artificial Nails.
2. A practical ability to perform Manicures, Pedicures and Artificial Nails.
3. Develop the knowledge and confidence to safely perform all operations authorized for a Manicurist.

Attitudes and Appreciations to be Developed

1. Learn to appreciate good workmanship common to practicing Cosmeticians.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

Course Content: The curriculum for the Manicuring course consists of 400 clock hours of technical instruction and practical operations covering all practices of a Manicurist pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

(a) The curriculum for students enrolled in a Manicuring shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(a) A Manicuring course established by a school shall consist of not less than 400 hours of practical and technical instruction.

(b) The curriculum for a Manicuring shall, at a minimum, include the technical and practical instruction in the following areas:

(1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

(2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

(3) One hundred fifty hours in manicure and pedicure, which includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.

*Fifty hours in first aids, anatomy, business managements, and resume

preparation. (Amended by Stats. 2021, Ch. 648, Sec. 23. (SB 803)

Effective January 1, 2022.) January 1, 2022.)

**Graduation Requirements:** When a student has completed the required theory hours and practical operations with a Cumulative Grade Point Average of 70% (C) or better, they will be awarded a certificate of graduation from Thanh Le College, School of Cosmetology.

**Licensing Requirements:** Applicants must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

**GRADING PROCEDURES:**

Theory Exams – Tests will be administered to evaluate each student's knowledge of their chosen fields. The average of the test scores must be no lower than 70% (C).

Practical & Clinical Operations – Every practical and clinical operation will be graded by the instructors based on a set of pre-determined criteria. The average of these grades will become the student's Practical Grade and must be no lower than 70% (C). Hands-on practical tests will be given on all procedures set forth in Cosmetology Performance Criteria book published by the California Department of Consumer Affairs, Barbering and Cosmetology Program applicable to the student's particular program. All students must pass each such test with a score of 70% or better.

Grading System: Students shall receive grades for their theory, practical and clinical work. Points and Letter Grades shall be converted to percentages based on the scales below.

| Practical Operation Grade | Percentage | Points | Theory Grade | Percentage |
|---|---|---|---|---|
| A | 100-90% | 10-9 | A | 100-90% |
| B | 89-80% | 8 | B | 89-80% |
| C | 79-70% | 7 | C | 79-70% |
| D | 69-60% | 6 | D | 69-60% |
| F | 59% or below | 5 | F | 59% or below |

COURSE FORMAT:
Students will learn theory and then put it into practice. Tuesdays to Saturdays are spent in theory class, where the student will receive classroom instruction. Tuesday to Saturdays, students will practice what they have learned on mannequin hands and live models.

| | | | |
|---|---|---|---|
| Theory hours | 5 hrs | Tuesday to Saturday | 9:00am to 10:00am |
| Practical hours | 25 hrs | Tuesday to Saturday | 10:00am to 3:00pm |

REQUIRED ASSIGNMENTS:
Reading Assignments: The student is required to read assigned chapters in the textbook.
Writing Assignments: Students are required to outline chapters in the book as part of their classroom assignments.
Assignments that demonstrate critical thinking: The student must demonstrate problem solving by analyzing a patron's needs, recognize any problems, visualize final product, set up a logical procedure, and have instructor approve finished product.

TEXTS, WRITTEN MATERIALS, EQUIPMENT:
The textbook for the course is the Milady's Standard Textbook for Manicuring course must be purchased by the student. The school will provide free of charge any other instructional materials, such as charts, diagrams, lists, etc., as appropriate.
Each student is required to have an esthetician "Kit" consisting of all essential equipment needed for clinic (practical) training. The kit may be purchased from the school, or the student may obtain their own.

950.12. Work upon Paying Patrons
(a) A student enrolled in a school shall not be permitted to work upon a patron paying for services until he or she has completed the freshman period of training and instruction. The freshman period shall be 10 percent of the total training hours specified for each course.
(b) A student enrolled in a school shall not be permitted to work upon a patron paying for a service until the student has completed technical instruction and practical training in the service for which a patron is paying.
(c) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin.

961. Text and Reference Books for Students
(b) In teaching, schools shall use text and reference books approved by the board. They may use other teaching material to supplement the approved text and reference books.
(c) Each student shall possess the following:
(1) At least one (1) of the textbooks approved by the board.
(2) California State Board of Barbering and Cosmetology's Act and Regulations pursuant to Title 16, CCR section 961(b)(2). Copies provided by the school.
(3) Health and Safety Course on Hazardous Substances, Basic, Labor Laws, and Physical and Sexual Assault Awareness pursuant to Chapter 10, B&P section 7389. Copies provided by the school.
(d) There shall be available for the use of students in the school:
(1) A list of the text and reference books approved by the board.
(2) Any two approved texts other than the one text possessed by the student.
NOTE: Authority cited: Sections 7312 and 7362, Business and Professions Code. Reference: Section 7362, Business and Professions Code.

**CANCELLATIONS AND REFUND POLICY**

**STUDENT'S RIGHT TO CANCEL**: The student has 10 business days after the first class attended (the cancellation period), to cancel the enrollment agreement for a course of instruction, including the return of any books and supplies. A business day shall be defined as a day on which the student was scheduled to attend a class session.

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

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

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

A registration fee of $100.00 is a non-refundable item. Books and supplies issued and received by the student would not be returnable (if purchased through the school). Once received by the student it will belong to the student and will represent a liability to the student.

If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within **45 days** of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination. Academic credits earned but not paid for would not be released by the institution.

All funds paid will be refunded if the student:

A. Is rejected for enrollment,

B. Cancels this contract within **10 business days** of the date that the agreement was signed,

C. Cancels this agreement later than **10 business days after signing**, after the first day you attended school. In determining the amount that the student owes for the period attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:
    1. The student notifies the financial aid office of their intentions to withdraw,
    2. The school terminates your enrollment,
    3. The student fails to attend classes for 15 consecutive business days,
    4. The student fails to return from an approved leave of absence on the date that they had scheduled.

The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance with the order of priority provided in federal regulations. If a course is canceled or the school closes, after a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

Students who terminate prior to course completion will be charged a $100 registration fee and refund given based on number of scheduled hours of the course did not complete less non-refundable kit if purchased through the school. Students who have completed more than 60% of the course hours are not eligible for a refund. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student may:

1. Transfer credits to another school offering similar courses. Transferrable credits are based solely upon the school's policy and should first be verified with the school. The student will be eligible for a pro-rata refund based on the school's refund policy OR

2. Teach-out: Students that are within 90 days of completing their course of study may be able to finish their course before the school closes. These students would not be eligible for a refund.

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

**School Closure**: If the school closes after a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**WITHDRAWAL POLICY**

Regardless of the average level of attendance, students who have more than 15 consecutive business days will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 15 consecutive business or more days up to 180 days are encouraged to request a Leave- of-Absence.

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

1. The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
3. The date you fail to attend classes for a 15 consecutive business day period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA or date the student notifies the institution that she/he will not be returning.

Withdrawals of more than 10 business days after the start of class may be entitled to a partial refund based on institutional refund policy. Students have a right to withdraw from school at any time and receive a refund for the part of the course not taken.

**Return of Title IV:**

Special note to students receiving Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. 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 total period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. 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 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. Refunds are to be made no later than 45 days from the date of determination of withdrawal.

**Accrediting Commission Formula** When calculating refunds, this institution is required to follow the California

State refund formula. By design, the calculations under the state refund policy will always produce results that are more favorable to the student than those produced by the calculations under the Accrediting Commission's refund policy. This institution will not follow the Accrediting Commission's refund policy formula.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at **THANH LE COLLEGE, SCHOOL OF COSMETOLOGY** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **hours** you earn at Thanh Le College, School of Cosmetology, is also at the complete discretion of the institution to which you may seek to transfer. If the **hours** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at the institution you are transferring. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **THANH LE COLLEGE, SCHOOL OF COSMETOLOGY** to determine if your **hours** will transfer.

***If institution offers more than one educational program, only the program in which the student is enrolling must be listed.**

**GENERAL TERMS OF AGREEMENT**

**School:**

1) Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
2) May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
3) Will issue an Official Transcript of Hours to students who withdraw or discontinue their education prior to program completion. Students may be asked to complete an exit interview and applicable withdrawal paperwork. However, the issuance of an Official Transcript of Hours will not be withheld or conditioned upon payment of outstanding tuition, fees, or other debts owed to the school.
4) Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
5) May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.
6) Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
7) Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
8) Agrees not to refuse to perform client services or other program requirements.
9) Agrees to provide all financial aid documents, if applicable, in the designated time frame.
10) Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
11) Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
12) Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
13) Understands that if he/she is a Title IV financial aid recipient, * minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
14) Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

**Financial Aid Information**

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or the student's parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of attending college. Financial Aid is made up of grants and loans. Grants are not to be repaid. Loans usually have low interest rates, and a student must re-pay a loan according to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months following graduation, the student's termination from the program or the point at which the student's attendance falls below half time. Financial Aid is awarded to students who have "need". Need is defined as 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.

If you wish to apply for financial aid, have questions or you need sections of the handbook clarified, please contact the financial aid office at the school. Additional information regarding the student aid programs available at Thanh Le College may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may also be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday, at 1- (800) 433-3243.

Thanh Le College does not currently participate in any state financial aid programs.

**Consumer Information**

Based on a combination of approvals, authorization and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs includes Federal PELL Grant (FPELL) and Federal Supplemental Education Opportunity Grant (FSEOG), neither of which requires repayment. **Thanh Le College does not offer student loans to prospective or current students.** 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. The student is responsible for understanding the terms and conditions of any loan obtained to finance their education.

**Determining Need**

The information that you report on the FAFSA when you apply for aid is used in a formula established by U.S. Congress that calculates your Expected Family Contribution.

**U.S. Department of Education Title IV Student Financial Aid Programs**

Thanh Le College is approved for, and does participate in, the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant Program (FPELL)
Federal Supplemental Educational Opportunity Grant Program (FSEOG)

**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.

**Application for Aid, Procedures and Forms**

Financial Aid applications for this institution consist of:

Free Application for Federal Student Aid (FAFSA) - Thanh Le College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. This application needs to be completed as instructed on the form.

Documentation to substantiate the data entered on the FAFSA may be required by the financial aid office. Forms, and assistance in completing them, are available at this school during regular 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.

**Federal Pell Grant Program – Funds received under this program are not subject to repayment from the student.**

**Deadline**

FAFSA applications must be received by June 30 in the year for which the application is intended. SAR or ISIR must be submitted to the financial aid office by August 29 of the award year from which aid is requested or your last day of enrollment for the prior school year, whichever comes first. A valid ISIR, after having been corrected as necessary, requires the signatures of student, spouse and/or parents.

**Renewal Process**

A FPELL Grant award is disbursed to the student for one award year (July 1 to June 30 of the following year) and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

***Federal Supplemental Educational Opportunity Grant (FSEOG): Funds received under this program are not subject to repayment from the student.***

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded.

**Disbursement**

Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to non-Pell recipient students with the lowest Expected Family Contributions enrolled during the last three months.

**For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDE Award Concept, Selection of Recipients and Packaging Criteria: This institution does not receive enough Campus-Based funds to satisfy all the students' financial needs. Therefore, the school emphasizes the SELF- HELP CONCEPT of student financial assistance.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contribution
2. Other resources
3. Federal PELL Grant

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30). Due to the **limited** amount of funds available to the institution, it is impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week, or Wednesday when Tuesday is an observed Holiday. To ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the preceding year. By using student enrollment, EFC and Pell Grant data, the college can estimate the expected number of new enrollments and calculate how to most evenly distribute the SEOG funds available.

The first recipients of SEOG funds will be selected from students classified as having "exceptional need". This institution defines students with "exceptional need" as those with the lowest expected family contribution (EFC); priority will be given to those students are eligible to receive Federal Pell Grants. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students that enrolled during the last quarter of the award year (March to June) with the lowest EFC but were deemed ineligible for the FPELL Grant Program.

All selections will be made from students whose files have been completed without pending issues regarding eligibility for Federal Aid. Incomplete files will not be considered due to a possible lack of documentation. Awards will be made throughout the award year, as long as funds are available.

**Return of Title IV Funds/R2T4 Policy**

If students 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 fund would be returned to the appropriate program by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

Refunds: If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is

1. Pell Grant
2. Federal SEOG

This order would apply in accordance with the aid programs available at the institution. Refunds are to be made no later than 45 days from the date of determination of withdrawal.

**Post Withdrawal Disbursement**

If the calculation shows that the student received less aid than what she/he earned within the payment period, then the student would be notified by the institution of the amount of Grant funds used to cover institution charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses or the school will disburse any amount of a Post-withdrawal disbursement of grant funds that is not credited to the student's account no later than 45 days after the date of the school's determination that the student withdrew.

**Withdrawal Date**
Last physical date of attendance recorded in the institution records. Return of Title IV Fund and Institutional Refund policy will use this date in their calculations.

**Determination of Withdrawal Date**
The school must have a procedure in place to decide within 15 days of absences, if the student would be returning to school or not. This will be the date of the institution determination of withdraw from school. The Institution will use the determination of the withdrawal date as the start of the 45-day period in which the institution must return unearned funds as calculated by the Return of Title IV.

**Verification Process**
Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require 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, upon request, to all applicants for financial aid including prospective students. This procedure is part of the Admissions and Counseling process.
To follow the regulations and achieve consistency governing this process, the verification policies below apply to all applicants for Title IV programs.
Under the regulations, the school will not disburse FPELL until completion of verification process.

**Who Must Be Verified**
The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**Verification Exclusions**
Applicants excluded from verification include:

- Applicants that die during the award year or before the deadline for completing the verification,
- Applicants that are incarcerated at the time that the verification is to be performed,
- Applicants who arrived in the U.S. during the previous two calendar years,
- For Dependent Students, the spouse or parent information is not required to be verified if the spouse or the parent is deceased, physically incapacitated or residing in a country other than the United States and cannot be contacted by normal means or cannot be located because the address is unknown and cannot be obtained by the applicant.
- If the student completed the verification at another institution prior to transferring to this school; all the following documents must be provided from that school:
  - A letter stating that the verification process was completed,
  - A copy of the application data that was verified,
  - A copy of the signed SAR/ISIR (If the student was awarded FPELL Grant),
  - A completed Financial Aid transcript.
- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa and the Commonwealth of the Northern Mariana 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 a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address will be required,
- Applicants will not receive federal aid funds.

**Required Verification Items**

Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Required data items include:

- Total number of persons in the household.
- The number of members of household enrolled as, at least, half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross familyincome (AGFI) for the base year.
- U.S. income tax paid for the base year.
- Certain sources of untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits,
  - Child support,
  - Untaxed payments to IRA or Keogh,
  - Foreign income,
  - Earned income credit,
  - Interest on tax free bonds.

The school shall resolve inconsistent application information, for all applicants, in agreement with the requirements of 34 C.F.R. Part 688.16(f).

**Documentation Required**

Required Documentation includes the student's, spouse's and/or parents' (as applicable) **signed** income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall follow the instructions in the Verification Worksheet and complete the appropriate sections. There are two different worksheets: One is intended for dependent students and the other for independent students. Use the worksheets to update and for verification of data. The school's financial aid officer may require/provide other appropriate forms.

**Time Period for Providing Documentation**

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

**Applicant Responsibilities**

To be eligible to receive Title IV funds, Thanh Le College requires applicants to provide requested information within the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application as of the date of verification, or update any incorrect data items:

- Total number of persons in the household,
- The number of members of household enrolled as, at least, half-time students in postsecondary educational institutions,
- Change in dependency status,
  - Except for changes due to marriage, Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
  - Except for changes due to marriage, Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**Consequences of Failing to Provide Documentation Within the Specified Time Period(s)**

If a student does not provide the requested items for verification within 60 days of the request or if the student fails to provide the data within this time frame, the school must then advise the applicant that they

are not eligible for financial aid funds. The school then will give the applicant the following options:

- The student may continue training on a 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 then 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 the $400, there is no requirement to recalculate the students EFC.

**Notification of 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 any instances of fraud.

**Academic Year**
A period of instructional time, not less than 30 weeks, with a minimum of 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have their aid eligibility reduced proportionally to the number of weeks and hours in the course of study in relation to the academic year.

**Clock Hours**
50 to 60 minutes of supervised instruction during a consecutive 60-minute period.

**Credit Balance**
A credit balance occurs when tuition payments 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 from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for ensuring that the funds are used for education-related expenses only.

**Dependent Student**
An individual that does not meet the independent student criteria, this student is required to submit their parents' income and asset data, along with their own, with the application.

**Dependent**
An individual, other than the spouse, that has been supported and will continue to be supported (50% or more of that individual's 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 parent(s) and **NOT** a dependent of the student.

**Family Contribution (EFC)**
The calculated amount a family contributes to offset a student's educational costs.

**Financial Aid Eligibility Citizen/Eligible Non-Citizen**

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

- U.S. citizen or national;
- U.S. permanent resident;
- Citizen of the Freely Associated States: the Federated States of Micronesia and the Republic of Palau and the Marshall Islands;

**Independent Student**

An Independent Student is defined as an individual who meets any of the following criteria:

**(3)** 24 years of age or older,
**(4)** A graduate or professional student,
**(5)** Married or Separated (but not divorced),
**(6)** Has legal dependents other than a spouse (As defined above),
**(7)** An orphan or ward of the court up to the age of 18,
**(8)** A veteran of the U.S. Armed Forces.

**Parent(s)**

For the purposes of the financial aid programs, a "parent" is a student's mother, father, adoptive parent, stepparent or legal guardian - not foster parents.

**Payment Period**

450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

**Need**

Financial Need is the amount left over after subtracting the expected family contribution from your cost of attendance.

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, other physical facilities and its faculty,
- The cost of attending and the policy on refunds to students who drop out,
- Available financial assistance including information on all federal, state, local, private and institutional financial aid programs,
- About the procedures and deadlines for submitting applications for each available financial aid program,
- The basis for selecting financial aid recipients,
- How financial need is determined,
- 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,
- To review your aid package if you believe a mistake has been made or if your enrollment or financial circumstances have changed,
- How the school determines whether you are making satisfactory progress and what happens if you are not,
- About any special facilities and services 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,
- Read, understand, and keep copies of all forms you are asked to sign,
- Understand the school's refund policy,
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, 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 are advanced to you or credited to your school account.

**Register to Vote**

Who May Register to Vote in California

You may register to vote if you meet the following criteria: You are a United States citizen

- You are a resident of California
- You are at least 18 years of age (or will be by the date of the next election)
- You are not in prison or on parole for conviction of a felony
- You have not been judged by a court to be mentally incompetent to register and vote

You may also stop by City Hall at 11222 Acacia Parkway and visit the City Clerk's Office located on the second floor. There you will find all the voter registration forms you need.

Visit OC Vote to get the latest results in all elections concerning Orange County, CA.

## Organizational Chart & Qualifications

**Owner-Thanh Le**
Ms. Le has a passion for reading, learning, and sharing new knowledge. Before becoming a cosmetology instructor, she taught geography and history at the high school level. She has always had a heart for helping the underprivileged and believes cosmetology is a valuable skill that can elevate individuals, open doors to new opportunities, build confidence, and create a better life.

**Director/ Instructor -Joanna Chiapparine**
Joanna loves teaching students of all ages and brings patience and creativity to the classroom. She makes cosmetology easy to understand and encourages students to explore different areas of the beauty industry while building confidence and new skills.

**Financial Aid Administrator– Linda Martineau**
Linda brings strong administrative skills, attention to detail, and a passion for helping others. As a Financial Aid Administrator, she provides students with guidance and support throughout the financial aid process while offering strong administrative support to the school and its daily operations.

**Instructor- Marisol Gutierrez**
Maria knows just about everything there is to know about cosmetology, especially when it comes to hair! She is a knowledgeable, caring, and wonderful instructor. We are truly fortunate to have her share her experience and wisdom with our students.

**Instructor – Leticia Delgado**
Leticia is like a school mom to our students. She is kind, caring, and always welcoming, making everyone feel at home. As a churchgoing person, she brings her faith and positive spirit into everything she does. Her warm personality and caring heart make her a special part of our school family.

**Sub Financial Aid Administrator/Instructor-Marbel Ramirez**
Miss Marbel is very talented when it comes to hair color, especially color correction. She has a great eye for color and loves turning difficult hair color situations into beautiful results. She is also creative and skilled at designing hairpieces, sharing her knowledge and experience with students along the way.
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