



2017-2018 Catalog

109 W. 4th Street, Santa Ana, CA 92701, Phone (714) 568-5399, Fax (714) 568-0331
www.colleenoharasbeautyacademy.edu

January 1, 2017 to December 31, 2018

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MESSAGE TO STUDENTS

Dear New Student,

Welcome to Colleen O'Hara's Beauty Academy! We are delighted that you have chosen Colleen O'Hara's Beauty Academy as your learning institution. Everyone associated with Colleen O'Hara's Beauty Academy is looking forward to working with you and providing the guidance necessary to assist you in your future endeavors.

This Catalog has been designed to answer your questions about school policies, regulations, and academic expectations. We ask that you read your Catalog and sign the acknowledgement form given to you in the orientation packet to signify your agreement to abide by the said rules, regulations, policies, and procedures. The Catalog is also available online on the academy's website at <http://colleenoharasbeautyacademy.edu/disclosures/> ...then goes to a PDF link.

It is your responsibility to read and understand the rules, regulations, policies and procedures which govern Colleen O'Hara's Beauty Academy. If you have any questions regarding the Catalog please feel free to ask at the orientation.

Remember, your future begins here at Colleen O'Hara's Beauty Academy. Your new profession will require you to adhere to professional standards and behavior as will Colleen O'Hara's Beauty Academy during your training.

The faculty and administration wish you the very best success.

Colleen Buffington

Colleen Buffington

President, Colleen O'Hara's Beauty Academy

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APPROVAL DISCLOSURE STATEMENT

Colleen O'Hara's Beauty Academy, 109 West Fourth Street, Santa Ana, California 92701, was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. Bureau approval means compliance with minimum state standards and does not imply any endorsement by the state. Colleen O'Hara's Beauty Academy is a private institution. Institutional approval must be re-approved every four years and is subject to continuing review. Approved are the following programs:

Cosmetology	1600 hours
Teacher Training	600 hours
Esthetician	600 hours
Manicuring	400 hours
Barbering	1500 hours
Advanced Esthetics	600 hours
Makeup Artist	600 hours
Barber Crossover	400 hours

HISTORY AND OWNERSHIP

Colleen O'Hara's Beauty Academy has been training students in the field of Cosmetology since 1982. The school has earned a reputation for excellence and quality of education.

At Colleen O'Hara's Beauty Academy the objective is to provide the student with the education necessary not only to pass a licensing exam, if applicable, but to be an asset to the profession chosen and to become a success in whatever area the student desires. We place emphasis on how to be successful in our field of study and how to create the life style that you desire. Achieving these goals will mean hard work, dedication, and practice on your part. The degree of your success will depend on the effort you are willing to expend during the entire course of your training.

FACILITIES

All courses are taught at 109 W. 4th Street, Santa Ana near Main Street. Colleen O'Hara's Beauty Academy is close to the 22, 55, 57 and 5 Freeways. The school is approximately 20,000 square feet and accommodates 350 students.

The facilities include 12 classrooms, offices, reception area, student lounge, and clinic floor. Restrooms are accessible and equipped for the handicapped.

Student lounges are open during school hours. The vending machines provide a variety of snacks and refreshments students may purchase. Students are encouraged to use the lounges when eating and are asked to respect the rights of all students for a clean environment.

Students may consume food and beverages in the student lounge areas, which are designated for this purpose. Smoking is prohibited within the Academy.

In keeping with its high educational standards, Colleen O'Hara's Beauty Academy provides equipment that affords the students the opportunity to develop a practical, working knowledge of equipment and materials they will be using on the job.

The campus facility and the equipment provided fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

Maintaining and preserving Colleen O'Hara's Beauty Academy facilities and equipment is an obligation of all members of the Academy community, faculty, staff, and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of Academy property.

MISSION

It is the objective of Colleen O'Hara's Beauty Academy to provide the student with the education necessary to pass the State Board exam, to be an asset to the profession, and to become a success in whatever area the student desires. In order to achieve this objective the Academy does the following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of Cosmetology and related subjects, with emphasis on salon techniques.
3. Teaches the value of professionalism in Cosmetology, including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset to the salon of his/her choice.
4. Conducts its business in an ethical and educational atmosphere that is a credit to the Cosmetology industry.

APPROVAL, ACCREDITATIONS & MEMBERSHIPS

APPROVALS:

1. Colleen O'Hara's Beauty Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
2. Colleen O'Hara's Beauty Academy is authorized by the U.S. Department of Education for participation in Title IV programs, including Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.
3. State of California Board of Barbering and Cosmetology. P.O. Box 944226 Sacramento, CA 94244-2260 (916) 574-7574.

ACCREDITATIONS:

1. National Accrediting Commission of Career Arts and Sciences (NACCAS). 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600.

MEMBERSHIPS:

1. California Association of Private Postsecondary Schools (CAPPS). 555 Capitol Mall, Suite 705, Sacramento, CA 95814, Phone (916) 447-5500, Fax (916) 440-8970, www.cappsonline.org
2. American Association of Cosmetology Schools (AACS). 9927 E. Bell Rd., Suite 110, Scottsdale, AZ 85260, (800) 831-1086 or (480)281-0431, Fax: (480)905-0993, www.beautyschools.org
3. National Cosmetology Association (NCA)
15825 N. 71st Street, Suite 100, Scottsdale, AZ 85254, (800) 468-2274, (480) 281-0424, Fax# (480) 905-0708, info@probeauty.org

4. Cosmetology Educators of America (CEA). 9927 E. Bell Rd., Suite 110, Scottsdale, AZ 85260, (800) 831-1086 or (480) 281-0431, Fax: (480)905-0993, www.beautyschools.org

FACULTY

INSTRUCTOR QUALIFICATIONS:

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

California instructional staff members possess current state licenses, where required. California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching, per California state law.

SUBSTITUTES:

Day and evening faculty alternate schedules to accommodate the needs of the students.

COLLEEN O'HARA'S BEAUTY ACADEMY OFFERS THE FOLLOWING PROGRAMS

Course	SOC CODE	CIP CODE	Clock Hours	Months	Weeks	*	Award	Language of Instruction
COSMETOLOGY	39.5012	12.0401	1600	16	58	*	Diploma	English
TEACHER TRAINING	39.5012	12.0413	600	7	25	*	Diploma	English
ESTHETICIAN	39.5094	12.0409	600	6	24	*	Diploma	English
MANICURING	39.5092	12.0410	400	5	20		Diploma	English
BARBERING	39-5011	12.0402	1500	15	54	*	Diploma	English
ADVANCED ESTHETICS	39-5094	12-0414	600	6	24	*	Diploma	English
MAKEUP ARTIST	39-5091	12.0406	600	6	24	*	Diploma	English
BARBER CROSSOVER	39-5011	12.0402	400	4	20	*	Diploma	English

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

STATEMENT OF NON-DISCRIMINATION

Colleen O'Hara's Beauty Academy does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, Colleen O'Hara's Beauty Academy is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the School's Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The School's Title IX coordinator is Jim Buffington, he may be contacted at (714) 437-9697 or by email at jbuffington@cnicollege.edu.

COLLEEN O'HARA'S BEAUTY ACADEMY DIVERSITY STATEMENT

Colleen O'Hara's Beauty Academy is committed to inclusiveness for all students, faculty, and administration. Diversity is not limited and includes culture, gender, ethnicity, sexual orientation, gender expression/gender identity, learning styles, and physical abilities.

Colleen O'Hara's Beauty Academy Core Values stress dignity, respect, humility, and justice at all times.

TITLE IX POLICY

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any School-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in the School's programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in the School's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection on the person targeted by the speech or conduct or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the School's programs or activities.

ADMINISTRATION BUSINESS HOURS

9:00 a.m. to 6:00 p.m. Tuesday through Friday

9:00 a.m. to 6:00 p.m. Saturday

CLASS SCHEDULESCOSMETOLOGY

Morning Session:

Tuesday - Friday 8:30 a.m. to 1:30 p.m.

Saturday 8:00 a.m. to 4:30 p.m.

Evening Session:

Tuesday - Friday 6:00 p.m. to 10:00 p.m.

Saturday 10:00 a.m. to 6:30 p.m.

TEACHER TRAINING

Morning Session:

Tuesday - Saturday 9:00 a.m. to 2:00 p.m.

ESTHETICIAN

Morning Session:

Tuesday - Friday 8:30 a.m. to 1:30 p.m.

Saturday 8:00 a.m. to 1:00 p.m.

MANICURING

Morning Session:

Tuesday & Thursday 9:00 a.m. to 5:30 p.m.

Saturday 9:00 a.m. to 1:00 p.m.

BARBERING

Morning Session:		Evening Session:
Tuesday - Friday	8:30 a.m. to 1:30 p.m.	Tuesday - Friday 6:00 p.m. to 10:00 p.m.
Saturday	8:00 a.m. to 4:30 p.m.	Saturday 10:00 a.m. to 6:30 p.m.

ADVANCED ESTHETICS

Morning Session:	
Tuesday - Friday	10:00 a.m. to 3:00 p.m.
Saturday	10:00 a.m. to 6:30 p.m.

MAKEUP ARTIST

Morning Session :	
Tuesday - Friday	8:30 a.m. to 1:30 p.m.
Saturday	8:00 a.m. to 1:00 p.m.

BARBER CROSSOVER

Evening Session:	
Tuesday - Friday 5:00 p.m. to 10:00 p.m.	

SCHOOL HOLIDAYS & IN-SERVICE DAYS**2017 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO CHANGE)**

January 1, 2017	New Year's Day
July 4, 2017	Independence Day
November 23, 2017	Thanksgiving Holiday
December 25, 2017 to January 1 st , 2018	Winter Break (No school)
* Faculty In-service Training	* Dates to be determined (Held two times a year)

2018 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO CHANGE)

January 1, 2018	New Year's Day
July 4, 2018	Independence Day
November 22, 2018	Thanksgiving Holiday
December 24, 2018 to January 1 st , 2019	Winter Break (No school)
* Faculty In-service Training	* Dates to be determined (Held two times a year)

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

Admissions

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

ADMISSIONS POLICY

The following are the requirements and procedures for admission to Colleen O'Hara's Beauty Academy.

1. Applicants to Colleen O'Hara's Beauty Academy must attend an initial personal interview, which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. All applicants must complete an application for admission (prospective student questionnaire)
3. All applicants are given a tour of the campus before enrolling.
4. Applicants who do not possess a high school diploma or its equivalent, but who are at least 18 years old (compulsory school attendance in California) and have completed the 10th grade education or its equivalent (as required by the California State Board of Barbering and Cosmetology) may apply for enrollment. However, they will be ineligible for Title IV financial aid and must pass an ability-to-benefit exam, please see item 11.
5. All applicants for admission to the Academy must pass a nationally recognized basic skills test (WONDERLIC, SLE) with a passing score of 14 or higher.
6. All applicants must complete financial arrangements prior to admission. If applicable, financial aid application must be complete.
7. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicant is under 18 years of Age).
8. All applicants must pay a non-refundable applicant's fee in the amount of \$100.
9. **If you are at least 17 and a high school graduate**, to enroll at Colleen O'Hara's Beauty Academy you need:
 - To provide your valid U.S. high school diploma, a GED, passing scores from the California State Proficiency Exam, or high school transcripts verifying your graduation date.
 - To present a valid Social Security card and a valid government issued photo identification card or driver's license
10. **If you are at least 18, an immigrant to the United States, and have completed high school or its equivalent in your country of origin**, to enroll at Colleen O'Hara's Beauty Academy you need:
 - To provide a copy of your secondary school education credential as well as an English translated copy that clearly identifies completion of secondary education that is equivalent to a U.S. high school diploma. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead. Colleen O'Hara's Beauty Academy can provide a list of such translation services if needed. The translation must be conducted at your own expense. In lieu of the bona fide translation service, a Colleen O'Hara's Beauty Academy preapproved third party vendor may be used.

- To present a valid Social Security card and a valid government issued photo identification card or driver's license
11. **If you are at least 18 and you do not have a high school diploma or its equivalent, please note that, as of July 1, 2012, Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in a Title IV eligible institution and is considered to be "grandfathered" under the criteria specified by the Department of Education, which means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether or not the student received Title IV funding.** In order to enroll at Colleen O'Hara's Beauty Academy you need:
- To have completed 10th grade or its equivalent – however, we do encourage you to complete your high school education or obtain a GED in the future. Information on how to obtain a high school diploma or a GED is available on campus.
 - To demonstrate your "ability to benefit" from the training by passing an Ability-to-Benefit test utilized by Colleen O'Hara's Beauty Academy. The test is administered by an independent test administrator. The Ability-to-Benefit tests accepted are 1) the Wonderlic VS-1/QS-1 Test (passing score for the VS-1 section of 200 or higher and for the QS-1 section of 210 higher). All Ability-to-Benefit students must take and pass the test prior to admission. If you do not pass the exam, re-testing is available after a 1 one-week waiting period, and the independent test agency will explain and provide you with the re-testing procedures.
 - To present a valid Social Security card and a valid government issued photo identification card or driver's license
 - To have a Taxpayer Identification Number
12. **If you have been homeschooled and the state in which you were homeschooled treats homeschools as a home or private school,** to enroll at Colleen O'Hara's Beauty Academy you need:
- To provide your valid homeschool high school diploma.
 - To provide **EITHER** a copy of the state-issued secondary school completion credential (if your state issues this certificate), **OR** a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
 - To present a valid Social Security card and a valid government issued photo identification card or driver's license

Note: It will be necessary for the student to present his/her Social Security card at the time of enrollment in order to complete the process of applying for financial aid through the US Department of Education

13. **Applicants for our Instructor Training Program must have:**

- A high school diploma or its equivalent.
- A valid (current) California Board of Barbering and Cosmetology license in Cosmetology or Esthetics.
- A minimum of two and one half years of technical experience in the cosmetology or esthetics industry.

Licensed manicurists are not accepted into the Teacher Training program for training as teachers.

14. **Applicants for our Advanced Esthetics Program must have:**

- Meet all requirements stated above.
- A valid (current) California Board of Barbering and Cosmetology license in Esthetics or have documentation of completed a 600 hour Esthetics program.

15. Applicants for our Barber Crossover Program must have:

- Meet all requirements stated above.
- A valid (current) California Board of Barbering and Cosmetology license in Cosmetology.

GED CLASSES AVAILABILITY

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

- Access GED Center. 1669 East Wilshire Ave., Suite 607, Santa Ana, CA 92705, 714-796-8738
- Capistrano Adult School. 31431 El Camino Real, San Juan Capistrano, CA 92675, 949-493-0658
- CSU. Fullerton 800 N. State College Blvd. 138, Fullerton, CA 92831, 657-278-2487
- Huntington Beach Adult School. 15871 Springdale St., Huntington Beach, CA 92649, 714-901-810

ACCEPTANCE TO THE ACADEMY

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

TRANSFER OF CREDITS**TRANSFER OF CREDITS FROM COLLEEN O'HARA'S BEAUTY ACADEMY TO OTHER COLLEGES**

NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL

The transferability of credits you earn at Colleen O'Hara's Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Colleen O'Hara's Beauty Academy to determine if your credits or diploma will transfer.

Note: Student records/Academic transcripts will not be released until tuition charges are paid in full.

TRANSFER OF CREDITS TO COLLEEN O'HARA'S BEAUTY ACADEMY

Colleen O'Hara's Beauty Academy will consider credits earned from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) provided if the student can produce course descriptions from the originating institution's catalog of the units earned and if the courses are comparable to those offered by Colleen O'Hara's Beauty Academy. Official transcripts or Proof of Training must also be provided by the transferring student applicant.

Colleen O'Hara's Beauty Academy will transfer in a maximum of 50% of the total program hours.

Colleen O'Hara's Beauty Academy does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

The institution will maintain a written record of the previous education and training of veterans and eligible persons. The record will clearly indicate that credit has been granted and a Credit Granting Form will be signed by the student and the Program Director and placed in the student's file.

ENGLISH-AS-A-SECOND LANGUAGE INSTRUCTION

Colleen O'Hara's Beauty Academy does not offer visa services to prospective students from other countries, vouch for foreign student attendance or provide English language services. English-as-a-Second Language instruction is not offered by Colleen O'Hara's Beauty Academy.

English programs at Colleen O'Hara's Beauty Academy are taught in their respective language. For successful completion of the application, Academy admissions test, and interview process and completion of instruction at Colleen O'Hara's Beauty Academy, the student must be able to speak, read, and write in English. English language proficiency is documented by:

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

TRANSFER OR ARTICULATION AGREEMENTS

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

ACADEMIC POLICIES & INFORMATION**ATTENDANCE/TARDINESS, MAKE-UP STANDARDS & ATTENDANCE PROBATION****ATTENDANCE POLICY:**

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

Attendance must be maintained at an average of 66.67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

ABSENCE/TARDINESS POLICY:

Students not physically present in class, per their class start time are considered tardy. The Academy must be notified at least fifteen minutes prior to class start if a student will be late. Students must report their tardiness to the Instructor, Director of Education or other administrative staff. If no notification is received by the stated time, the student will not be allowed to attend classes that day. Only five tardies per month are permissible; with more than five tardies per month, the student will be suspended for one day. (Each case has to be evaluated by the Director of Education or Assistant Director if student is not satisfied with the suspension). The Academy has established a seven-minute grace period for the student to clock in and be countable for the total hours for the day. If student passes the grace period established, the student will be considered late for the class.

All absences must be reported. A student must notify the Academy at least fifteen minutes prior to class start if he/she will be absent. Failure to notify the Academy by 11:00 a.m. for the day students and no later than 6:30 p.m. for the evening students may result in disciplinary action.

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

In order to be granted time off for leaving early, students must submit a Time off Form to the Director of Education or Assistant Director. Students who are aware that they must leave early for the day should notify the Instructor at the earliest possible time to help avoid classroom interruption and client scheduling issues.

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

MAKE-UP STANDARD POLICY:

If a student misses a class, he or she must make up the hours missed after evaluating their attendance. The student has to come on days not scheduled, but needs to schedule an appointment with the Director of Education or Assistant Director to find out when he or she can make up the hours missed.

ATTENDANCE STATUS

A full-time student attending Cosmetology, a clock hour program, is expected to complete 1600 clock hours in a period not less than 16 instructional months attending a minimum of 24 clock hours per week.

A full-time student attending Teacher Training, a clock hour program, is expected to complete 600 clock hours in a period not less than 7.5 instructional months attending a minimum of 20 clock hours per week.

A full-time student attending Esthetician, a clock hour program, is expected to complete 600 clock hours in a period not less than 6.25 instructional months attending a minimum of 24 clock hours per week.

A full-time student attending Manicuring, a clock hour program, is expected to complete 400 clock hours in a period not less than 5 instructional months attending a minimum of 25 clock hours per week.

A half-time or less than half time enrollment is calculated based on the student work load in a payment period.

CLASS & PRACTICE HOURS - CREDIT PROCEDURE

Colleen O'Hara's Beauty Academy will only recognize time-clock recorded hours of attendance. A time card is used to keep an account of class hours and practical operations. This time card must be signed by an instructor to verify that the hours and credit are valid. Students must clock in and out at the start and end of their class day. After clocking in, you are required to maintain applied effort. Applied effort means you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or participating in a class. In all cases, your activities while on the time clock must be related to training for your course of study. Personal grooming, leaving the building, reading material not related to your training or engaging in activity not related to your training will not be tolerated. You will be asked to stop such activity or to clock out for the remainder of the day, and you will receive a referral notice. Continued activities of this nature could result in your termination.

Each theory operation and/or practice operation must be checked by an instructor prior to receiving credit. Lost time cards will cause the loss of applied effort for the period covered on the lost time card.

Remember! You must be responsible for clocking in and out so that you don't lose your hours; failure to clock in or out results in loss of time. No staff member has the authority to write in time other than the Director of Education or Assistant Director.

GRADING SYSTEM

Students are evaluated monthly in theory, practical work and attendance. Grading is as follows:

THEORY GRADES PRACTICAL GRADES

Practical operations will be graded to the following scale:

INCOMPLETE GRADES

93-100%	=	A	(Excellent)	5 points	=	A	Excellent	93-100%
85-92%	=	B	(Very Good)	4 points	=	B	Good	85-92 %
75-84%	=	C	(Satisfactory)	3 points	=	C	Satisfactory	75-84 %
74-0%	=	F	(Failing)	2 points	=	F	Failing	74-0 %

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the class session, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the class.

GRADUATION AWARDS (DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (75%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The Academy assists students in completing the necessary documents to file for the appropriate State Examination, if applicable. The student's financial account must be current prior to graduation.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program.

LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leave of absence may be granted for up to 180 days. Do not request a leave of absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 months initiate from the first day the student goes on the first leave). Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held.

Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

LOA's may also affect the scheduled progression of the students program. If a student does not return from LOA as scheduled, the rotation of the remaining courses may not be immediately available. Many courses have prerequisites and may not be taken without completing these requirements. Therefore the student may have to take another LOA (if available) or drop from the program and re-enroll when the course is offered again to complete their course of study. LOA's are scheduled based on the students progression of the program, Colleen O'Hara's Beauty Academy will not be held liable for students who extend or alter the original LOA Contract.

ACADEMIC PROGRESS STANDARDS

REQUIRED STUDY TIME

Typically, two hours of study time are required for each hour in class. Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Higher Education Act mandates that institutions of higher education establish minimum standards of "Satisfactory Academic Progress" for students receiving financial aid. Colleen O'Hara's Beauty Academy applies this standard to all students consistently, regardless of whether or not they are financial aid recipients. The satisfactory academic progress policy is printed in the school catalog to assure that all students receive a copy prior to starting classes. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Conditions for interruptions for unsatisfactory progress/dismissal policy and probationary period for VA students are program specific. The institution will notify the VA of any break in training in a timely manner for the VA to determine the point in time when VA educational benefits will be discontinued when the veteran or eligible person cease to make satisfactory progress. No more than two terms, quarters, semesters or modules on probation will be permitted depending on program enrolled.

Students must demonstrate satisfactory academic progress toward completing their programs by meeting Colleen O'Hara's Beauty Academy established standards. Satisfactory academic progress is a measure of students' qualitative (academics) and quantitative (attendance) progress as defined below.

QUANTITATIVE EVALUATION (ATTENDANCE):

Students are expected to complete their program in 150 percent of the normal timeframe established for completion. Evaluations are based on the cumulative attendance percentage. Attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Therefore, at each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed and the student will be deemed making satisfactory progress.

QUALITATIVE EVALUATION (ACADEMIC)

Students are expected to maintain a 75% cumulative grade point average (CGPA) of their combined practical and written grades in order to be deemed making satisfactory academic progress during an evaluation period. At least two comprehensive practical and written skills exams will be conducted during the course of study. Practical skills are evaluated according to the procedures set forth by the California Board of Barbering and Cosmetology and evaluation criteria adopted by Colleen O'Hara's Beauty Academy. Theory class will require written exams to be taken in each of the chapters of study as set forth by guidelines from the California Board of Barbering and Cosmetology and Colleen O'Hara's Beauty Academy. Students must make up failed or missed tests and incomplete assignments.

Numerical and letter grades are considered according to the following scale:

THEORY GRADES PRACTICAL GRADES	
93-100%	A (Excellent)
85-92%	B (Good)

PRACTICAL OPERATIONS SCALE		
5 points	A (Excellent)	93-100%
4 points	B (Good)	85-92%

75-84%	C (Satisfactory)	3 points	C (Satisfactory)	75-84%
74-0%	F (Failing)	2 points	F (Failing)	74-0%

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

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

COSMETOLOGY Actual Hours	(Full Time) 450 900 1250 1600 midpoint at end of academic year 450 900 1250 1600
ESTHETICIAN Actual Hours	(Full Time) 300 600 midpoint and end of course 300 600
TEACHING TRAINING Actual Hours	(Full Time) 300 600 midpoint and end of course 300 600
MANICURING Actual Hours	(Full Time) 200 400 midpoint and end of course 200 400
BARBERING Actual Hours	(Full Time) 450 900 1200 1500 midpoint at end of academic year 450 900 1250 1500
ADVANCED ESTHETICS Actual Hours	(Full Time) 300 600 midpoint and end of course 300 600
MAKEUP ARTIST Actual Hours	(Full Time) 300 600 midpoint and end of course 300 600
BARBER CROSSOVER Actual Hours	(Full Time) 200 400 midpoint and end of course 200 400

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

MAXIMUM TIME FRAME:

The maximum time frame a student has to complete any course is 1½ times the course length. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. NACCAS approved course length is defined as the period of time identified on the enrollment contract. Leaves of absence are not included in this total. A leave of absence will also extend a student’s contract expected graduation date and the maximum time frame of one and one-half (1 1/2) times the length of the course as stated in the enrollment agreement by the number of days taken in the leave of absence. Students re-enter at the same status as when they left. The 67% attendance average is programmed into our software system to check at the evaluation points for each program. However, we monitor satisfactory progress manually throughout the student’s program to ensure that students have ample opportunity to improve if they fall below the standards. Failure to attend classes for 14 consecutive days will result in termination from the program.

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

COSMETOLOGY	(1600 Clock Hours) 96 weeks (2400 Clock Hours)
ESTHETICIAN	(600 Clock Hours) 38 weeks (900 Clock Hours)
TEACHER TRAINING	(600 Clock Hours) 38 weeks (900 Clock Hours)

MANICURING	(400 Clock Hours) 30 weeks (600 Clock Hours)
BARBERING	(1500 Clock Hours) 90 weeks (2250 Clock Hours)
ADVANCED ESTHETICS	(600 Clock Hours) 36 weeks (900 Clock Hours)
MAKEUP ARTIST	(600 Clock Hours) 36 weeks (900 Clock Hours)
BARBER CROSSOVER	(400 Clock Hours) 30 weeks (600 Clock Hours)

WARNING

Students who fall below the above standards at the satisfactory progress evaluation point for their actual hours will be placed on warning. A student is considered to be making unsatisfactory progress while on warning but is still eligible for financial aid. If the student does not improve either grades and/or attendance by the end of the evaluation point, he/she will be ineligible for financial aid. When the student is put on probation status, he/she is issued an academic improvement plan.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

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

APPEAL PROCESS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Director of Education within 10 days of receiving the notice of probation, describing any mitigating circumstances the student believes deserve further consideration. The institution will also determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. Such mitigating circumstances might include family or medical emergencies or military service for which the student has elected not to request a leave of absence. An appeal decision will be made and the student notified accordingly. Should a student prevail upon his/her appeal, the student will be placed on probation for the following payment period, and financial aid will be reinstated. The student will be placed on an academic improvement plan to ensure the student is able to meet satisfactory academic progress by the end of the probationary period.

A copy of the student's academic improvement plan will be kept in the student's file along with the following forms: *Student's Satisfactory Academic Progress Appeal* and *Outcome of Student's Academic Progress Appeal*. The student must be achieving satisfactory progress at the end of the probationary period or all financial aid will be terminated. In case of an adverse determination of the student's appeal, the student will remain in probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. Students may re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The financial aid department will then request the appropriate federal funds in their behalf for the next payment period. Failure to re-establish satisfactory progress will result in termination of the program.

STUDENTS' EVALUATION

Copies of Monthly Practical Operations Grading Sheets are provided to students to enable them to track their progress and study for the State Board Practical. The scores are totaled by operation category and posted to the computer with the original filed in the student's file. The Monthly Practical Operations Grading Sheets are the source for the quarterly progress records. Written progress records are maintained by the Academy. These are recorded and discussed with each student quarterly. The reports reflect attendance, attitude, ability, number of operations attained and grading of State Board Operations, and test scores. 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 probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, the student will be deemed ineligible to receive Title IV funds.

DISCLOSURE OF EDUCATION RECORDS

Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, review, and challenge information contained in their education records; however, a staff member must be present. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years from the last date of attendance. Transcripts are maintained permanently. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or his/her guardian if the student is a dependent minor) or governmental agencies so authorized by law.

INTERRUPTIONS, COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS

If enrollment is temporarily interrupted for a leave of absence of 180 days or less, 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 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. Course incompletes affect the student's satisfactory progress status by lowering the student's grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status. Students re-enter at the same status as when they left.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.

REINSTATEMENT

A student who prevails in the appeal process will be determined to be making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

RE-ENROLLMENT

Students accepted for re-enrollment into the program of study will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

GRADUATION REQUIREMENTS

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (75%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate

course of study. The Academy assists students in completing the necessary documents to file for the appropriate State Examination, if applicable. Students must be in good standing with the Academy (e.g. satisfied all financial obligations).

STATE BOARD EXAMINATION REQUIREMENTS AND COST

To be eligible to take the State examination, students must be at least seventeen years of age, have completed the 10th grade (or equivalent) and has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit a Proof of Training from the school, present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers (located in Los Angeles and Fairfield). Students are eligible to apply for the Pre-Application with Board of Barbering & Cosmetology when they have completed the hours stated below. The Pre-Application assists the student in obtaining a date closer to his/her graduation date. The fees are as follows for those programs that require licensure for employment:

Cosmetology exam and license fee:	\$ 125.00
Pre-Application fee (completed 1200 hours):	\$ 9.00
Barber exam and license fee:	\$ 125.00
Pre-Application fee (completed 1125 hours):	\$ 9.00
Esthetician exam and license fee:	\$ 115.00
Pre-Application fee (completed 450 hours):	\$ 9.00
Manicuring exam and license fee:	\$ 110.00
Pre-Application fee (completed 240 hours):	\$ 9.00

SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Academy reserves the right to suspend or dismiss any student who:

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

DROPS

Colleen O'Hara's Beauty Academy reserves the right to drop students who fail to comply with the academic, attendance, financial, and conduct standards of the Academy.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school's attendance policy or standards
 - 14 days of consecutive absences
 - Less than 66.67% attendance in your program of study
- Failure to maintain satisfactory academic progress
 - Less than 75% grade in two or more courses

- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the Academy
- Conduct that the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Academy, as addressed in the conduct policy of the Colleen O'Hara's Beauty Academy Catalog
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to Academy property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs

GRIEVANCE PROCEDURES

Students wishing to express a concern should adhere, in order, to the following procedures:

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the applicable Director of Education. It is strongly recommended that all grievances be presented in writing. Colleen O'Hara's Beauty Academy will also accept oral grievances.
3. See the Program Director or Director of Education, or in his/her absence the Administrative Assistant, at 109 West Fourth Street, Santa Ana, CA 92701; (714) 568-5399
4. Meetings will be scheduled with all pertinent parties before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the Director of Education's office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the Academy's Compliance Coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:
 - a. The Bureau for Private Postsecondary Education, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; <http://www.bppe.ca.gov>
 - b. National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600
 - c. Board of Barbering and Cosmetology P.O. Box 944226 Sacramento, CA 94244-2260 (916) 445-7061

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) 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 rights to students and parents/guardians of dependent minors with respect to accessing the student'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 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.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - 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.

Disciplinary Proceedings:

The Higher Education Opportunity Act (HEOA) requires institutions that participate in financial aid programs, upon written request, to disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

NO WEAPONS POLICY

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

DRUG ABUSE PREVENTION PROGRAM

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

Alcoholics Anonymous
 Orange County Central Office
 1526 Brook Hollow Dr., Ste. 75
 Santa Ana, CA 92705-5466

CRIME AWARENESS

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

U.S. CONSTITUTION DAY

Senator Byrd (D-West Virginia) inserted language into federal legislation that requires all institutions participating in federal funding to schedule educational programming about the U.S. Constitution every September 17 or in the same week that it falls. In the years where September 17 falls on a weekend, the programs are to be held in the preceding or following week.

COPYRIGHT PROTECTION POLICY

It is the policy of Colleen O'Hara's Beauty Academy to respect the copyright protections given by federal law to owners of digital materials and software. It is against Colleen O'Hara's Beauty Academy policy for faculty, staff, or students to use Colleen O'Hara's Beauty Academy equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

The software provided through Colleen O'Hara's Beauty Academy for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

Colleen O'Hara's Beauty Academy regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

ACADEMIC TRANSCRIPTS

Colleen O'Hara's Beauty Academy will provide one transcript to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, copy of Diploma or Proof of Training. The student's financial accounts must be current prior to the Academy furnishing any transcripts.

School Rules and Regulations

CONDUCT

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

1. Students will be held responsible for their actions while in attendance at the Academy.
2. Dishonesty on the part of any student may result in probation, suspension or termination from the Academy. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage done to Academy site property and will be expected to reimburse the institution for such damage or loss.

4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing, will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on Academy or externship property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on Academy property.
7. The Academy is a non-smoking facility. Smoking is permitted outside of the buildings.
8. Animals are not permitted on the Academy grounds, with the exception of animals designated to assist the physically impaired.
9. The Academy does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from Colleen O'Hara's Beauty Academy.

DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the Academy. This attire includes the full uniform required by the program while on campus. A detailed dress code is provided during orientation.

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

SEXUAL HARASSMENT/VIOLENCE PREVENTION

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

SECURITY AND SAFETY

Students are responsible for their own security and safety and must be aware of the security and safety of others. Colleen O'Hara's Beauty Academy is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, or during any Academy activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their Instructor, Program Director or any Academy employee. Upon receipt of any report of a medical or criminal emergency, the Academy will, on behalf of the student, obtain the services of medical or security professionals, as appropriate. Students are encouraged to promptly and accurately report all emergencies to Academy officials.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, a student/employee must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider 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.

EMERGENCY PREPAREDNESS PLAN

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

VOTING

Colleen O'Hara's Beauty Academy encourages students to make necessary arrangements to vote before or after their scheduled class. Please visit the voting link on the school's website, www.colleenoharasbeautyacademy.edu to learn more about voting and how to register to vote.

STUDENT/EMPLOYEE FRATERNIZATION

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

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

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

PERSONAL PROPERTY

Colleen O'Hara's Beauty Academy assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to Academy property.

FIELD TRIPS

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

PREGNANCY

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

PROGRAM TRANSFERS

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities.

A student may request a transfer between Academy programs. However, program transfers may be granted only under special circumstances. Students are required to apply in writing to the Director of Education for any program change. Only one program transfer may be granted to each student. The student may be assessed an additional fee for a program transfer.

CHANGE OF SCHEDULE

Students may change their schedule on one occasion during their time at Colleen O'Hara's Beauty Academy (e.g., from morning to evening classes, etc.).

PROGRAM AND POLICY CHANGES

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

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

STUDENT RECORD RETENTION

Colleen O'Hara's Beauty Academy will maintain student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained permanently. The student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the Academy;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;

- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress and
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.
- The Academy shall maintain records of student attendance.

NON-DISPARAGEMENT POLICY

Positive Representation of the Academy

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

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

PROGRAMS OF STUDY

METHOD OF DELIVERY

The method of delivery for all programs offered at Colleen O'Hara's Beauty Academy is residential.

COSMETOLOGY - DIPLOMA PROGRAM

CIP CODE 12.0401

SOC Code 39.5012

Clock Hours: 1600

Program Length in Months*: 16

Day & Evening Classes*: 58 weeks

*Program length may vary depending on schedule.

Instruction offered in English

PROGRAM DESCRIPTION

Cosmetology is a 1600-hour program that includes the study and practice of all aspects of the beautification and care of the hair, skin, and nails. The program provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, coloring, manicuring, and skin care services. The program also includes the study of related subjects, such as bacteriology, anatomy, chemistry, and health; and uses Milady curriculum to teach students to see, think, create, and adapt themselves as designers. The plan of studies is a union of art and design, as well as the most innovative techniques used in the industry. The student will learn not only the how's, but also the why's. He/she will learn foundational design principles of form, texture, and color, and then incorporate these principles with practical applications, such as sculpting, long hair design, texture, and color.

PROGRAM FORMAT

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

EDUCATIONAL GOALS

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

PROGRAM OBJECTIVES:

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

6. To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
7. To assess the effectiveness of education course completion, licensure, and employment rates.

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Barbering & Cosmo. Act & Board Rules and Regs.	20	
Cosmetology Chemistry	20	
Health and Safety/Hazardous Substance	20	
Theory of Electricity in Cosmetology	5	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy and Physiology	15	
Wet Hair Styling	35	200
Thermal Hair Styling	30	30
Permanent Waving	20	80
Chemical Straightening	20	25
Hair Cutting	20	80
Hair Coloring and Bleaching	60	50
Scalp & Hair Treatments	5	20
Facials-Manual	15	25
Facials-Electrical	10	15
Eyebrow Arching & Hair Removal	10	15
Make-Up	15	15
Water and Oil Manicuring	5	15
Complete Pedicure	5	10
Acrylic Nails	10	
Artificial Nail Tips	10	50
Nail Wraps and Repairs	5	20
Press & Curl		10
Acrylic Liquid and Powder Brush-Ons		50
Bleaching		15
Additional Classes	100 (maximum)	

GRADUATION REQUIREMENTS

When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology, with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board examination. All institutional charges must be paid in full prior to graduation.

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

LICENSING REQUIREMENTS

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

TEACHER TRAINING - DIPLOMA PROGRAM

CIP CODE 12.0413

SOC Code 39.5012

Clock Hours: 600

Program Length in Months: 7

Day Classes: 25 weeks

Instruction offered in English

PROGRAM DESCRIPTION

The Teacher Training program is designed to prepare the licensed cosmetologist who meets all of the requirements set forth in the appropriate states' laws and our accrediting body to become a cosmetology instructor in the classroom. This diploma program consists of courses of study that incorporate theory, skill observation, and practice. Topics include, but are not limited to, the role of the professional educator, curriculum development, student motivation, classroom management, teaching methodology, and student testing and evaluation. The program is 600 clock hours.

PROGRAM FORMAT

The curriculum for students enrolled in the Teacher Training program consists of 600 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by learning the techniques of teaching a class, preparing lessons plans, and creating a positive environment in the classroom.

EDUCATIONAL GOALS

Our primary goals are to provide high-quality education to train professional instructors in the principles and practices of teacher training arts and sciences. Our curriculum is relevant to the needs of the student preparing him/her to seek and obtain gainful employment and become a successful instructor.

PROGRAM OBJECTIVES

The objective of the program is to develop in the licensed cosmetologist, the teaching skill, theoretical knowledge, and professional attitude necessary for success in the profession of cosmetology education. Once students have successfully completed the program, they may work as a cosmetology instructor in any licensed facility in the state of California.

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Act and Board Rules & Regulations	10	
Preparatory Instruction	145	50
Conducting Class & Technical Instruction		100
Supervising & Training of Students on the clinic floor		300

GRADUATION REQUIREMENTS

When a student has completed the 600 hours, the required theory hours and practical operations in Teacher Training, with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. All institutional charges must be paid in full prior to graduation.

The Academy does not have a cumulative final test or examination required for the completion of the Teacher Training program.

ESTHETICIAN - DIPLOMA PROGRAM

CIP CODE 12.0409

SOC Code 39.5094

Clock Hours: 600

Program Length in Months: 6

Day Classes: 24 weeks

Instruction offered in English**PROGRAM DESCRIPTION**

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

PROGRAM FORMAT

The curriculum for students enrolled in the Esthetician program consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

EDUCATIONAL GOALS

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

PROGRAM OBJECTIVES

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

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Cosmetology Act & Board Rules	10	
Chemistry for Esthetics	10	
Health & Safety/Hazards	20	
Electricity	10	
Disinfection/Sanitation	10	

Bacteriology, Anatomy, Physiology	15	
Facial (Manual)	20	40
Facial (Electrical)	30	60
Facial (Chemical)	20	40
Hair Removal Tweezers	5	10
Hair Removal Wax/Depilatory	20	40
Make Up/Eyelash Application	20	40
Additional Classes	30 (Maximum)	

GRADUATION REQUIREMENTS

When a student has completed the 600 hours, the required theory hours and practical operations in the Esthetician course with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board examination. All institutional charges must be paid in full prior to graduation.

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

LICENSING REQUIREMENTS

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

MANICURING - DIPLOMA PROGRAM

CIP CODE 12.0410

SOC Code 39.5092

Clock Hours: 400

Program Length in Months: 5

Day Classes: 20 weeks

Instruction offered in English**PROGRAM DESCRIPTION**

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

PROGRAM FORMAT

The program format includes but is not limited to lecture, reading assignments, video/audio, hands on demonstration, hands on performance, and evaluation, both written and oral.

EDUCATIONAL GOALS

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

PROGRAM OBJECTIVES

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

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Cosmetology Act and the Board Rules And Regulations	10	
Chemistry Manicurist	10	
Health & Safety/Hazardous Substances	15	
Disinfection/Sanitation	10	10
Bacteriology, Anatomy & Physiology	10	
Water and Oil Manicures	15	40
Complete Pedicure	10	20
Acrylic, Liquid and Powder Brush-ons	15	80
Nail Tips	10	60
Nail Wraps and Repairs	5	40
Additional Training	25	

GRADUATION REQUIREMENTS

When a student has completed the 400 hours, the required theory hours and practical operations in manicuring, with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board examination. All institutional charges must be paid in full prior to graduation.

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

LICENSING REQUIREMENTS

Applicable students are eligible for examination given by the state, provided they have completed the selected program. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or I.D. and Social Security card, be 17 years of age, and have completed the 10th grade or equivalent. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

BARBERING - DIPLOMA PROGRAM

CIP CODE 12.0402

SOC Code 39-5011

Clock Hours: 1500

Program Length in Months*: 15 months

Day & Evening Classes*: 54 weeks

*Program length may vary depending on schedule.

Instruction offered in English**PROGRAM DESCRIPTION**

The curriculum includes a total of 1500 hours of theory and practical applications. The course content covers both basic and advanced phases of Barbering Hairstyling. The subjects covered in a sequential order include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course prepares the student for entry-level employment as a Barber/Stylist.

PROGRAM FORMAT

The curriculum for students enrolled in the Barbering program consists of six hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

EDUCATIONAL GOALS

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

PROGRAM OBJECTIVES

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

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
1100 Hours of Technical & Practical Training in Hair Dressing		
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50

Hair Cutting	20	80
200 Hours of Technical & Practical Training in Shaving		
Preparation and performance	100	40
200 Hours of Technical Instruction in Health and Safety		
Law & Regulations-BBC Act and BBC rules and regulations	20	
Health & Safety Considerations	45	
Disinfection & Sanitation	20	
Anatomy & Physiology-human anatomy, human physiology	15	

GRADUATION REQUIREMENTS

When a student has completed the 1500 hours, the required theory hours and practical operations in Barbering, with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board examination. All institutional charges must be paid in full prior to graduation.

LICENSING REQUIREMENTS

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

ADVANCED ESTHETICS - DIPLOMA PROGRAM

CIP CODE 12-0414

SOC Code 39-5094

Clock Hours: 600

Program Length in Months: 6 months

Day & Evening Classes*: 24 weeks

Instruction offered in English

PROGRAM DESCRIPTION

The Advanced Esthetics course is a 600-hour program offered to students who are licensed Estheticians or Cosmetologists or who have completed a State-approved 600-hour basic esthetician program. California State Law requires a minimum of 600 hours to be completed in a basic esthetician program at a licensed cosmetology school to apply for an esthetician license. Includes instruction in advanced anatomy and physiology, skin properties and disorders, sanitation and infection control, advanced facial treatments, spa body treatments, advanced extractions, corrective makeup, chemical peels, microdermabrasion, lymphatic drainage and advanced massage techniques, pre- and post-operative esthetic skin care, client/patient evaluation and care, and business practices.

PROGRAM FORMAT

The curriculum for students enrolled in the Advanced Esthetics program consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

EDUCATIONAL GOALS

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

PROGRAM OBJECTIVES

The objective of the program is to provide advanced Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing.

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
ADVANCED PRODUCTS AND EQUIPMENT		
This section includes ingredients, microdermabrasion, LED lights, advanced case studies, body treatments, eyelash extensions and advanced peels	60	60
ADVANCED CLINICAL TREATMENTS		
Mature/Aging Skin Condition	20	20
Hyperpigmentation and Ethnic Skin Condition	20	20
Acneic Skin Condition	20	25
Rosacea Skin Condition	20	15
Medical Spa Operations	25	15
Anatomy, physiology, pathology of the body & systems	15	
ADVANCED BODY TREATMENTS		
Lymphatic-manual	20	10
Lymphatic-mechanical	20	10
Body wraps/exfoliation/masks	20	20
Communication skills and Career Development	25	15
Advanced techniques esthetics, make up and guest service	25	60

GRADUATION REQUIREMENTS

When a student has completed the 600 hours, the required theory hours and practical operations in the Advanced Esthetics course with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. All institutional charges must be paid in full prior to graduation.

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

MAKEUP ARTIST - DIPLOMA PROGRAM

CIP CODE 12.0406

SOC Code 39-5091

Clock Hours: 600

Program Length in Months: 6 months

Day & Evening Classes*: 24 weeks

Instruction offered in English**PROGRAM DESCRIPTION**

The curriculum includes a total of 600 hours of theory and practical applications. This makeup artist program will provide you with all the skills and knowledge you'll need to be successful in this industry. With this course, you'll be able to do makeup for special events, weddings, glamour, runway, photography.

PROGRAM FORMAT

The curriculum for students enrolled in the Makeup Artist program consists of 600 hours. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by learning the techniques of teaching a class, preparing lessons plans, and creating a positive environment in the classroom.

EDUCATIONAL GOALS

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

PROGRAM OBJECTIVES

The objective is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the makeup profession.

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Evolution of Makeup	20	10
Infection Control	20	
Tools of the Trade	25	10
Basic Information of Facial Anatomy	10	
Color Theory	15	10
Creating The Canvas	174	38
Lash Extensions	8	8

Everyday Makeup Application	10	8
Makeup for The Aging Skin	4	6
The Business of Makeup	15	6
Makeup for Men	4	2
Makeup for Teens	4	4
Camouflage Makeup	5	4
Bridal and Special Occasion Makeup	20	5
Airbrush Makeup	6	4
Glamour Makeup	20	5
Photography Makeup	20	5
Runway Makeup	20	5
Client Consultation Facial Features	20	5
Communication Skills & Career Development	15	5
Create your Portfolio	15	10

GRADUATION REQUIREMENTS

When a student has completed the 600 hours, the required theory hours and practical operations in makeup artist, with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. All institutional charges must be paid in full prior to graduation.

The Academy does not have a cumulative final test or examination required for the completion of the Makeup Artist program.

BARBER CROSSOVER - DIPLOMA PROGRAM

CIP CODE 12.0402

SOC Code 39-5011

Clock Hours: 400

Program Length in Months: 4 months

Day & Evening Classes*: 20 Weeks

Instruction offered in English**PROGRAM DESCRIPTION**

This 400-hour course is designed for the applicant who has completed the California 1600 clock hour Cosmetology Course and/or holds a California Cosmetology license. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course prepares a licensed Cosmetologist to provide the services of a Barber in the State of California.

PROGRAM FORMAT

The curriculum for students enrolled in the Barber Crossover program consists of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

EDUCATIONAL GOALS

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

PROGRAM OBJECTIVES

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

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
Hairstyling	20	45
Permanent Waving and Chemical Straightening	15	10
Hair Coloring and Bleaching	10	5
Hair Cutting	10	80

Shaving	90	50
Health and Safety	20	
Law & Regulations-BBC Act and BBC rules and regulations	10	
Disinfection & Sanitation	15	
Anatomy & Physiology-human anatomy, human physiology	5	
Communication Skills & Career Development	15	

GRADUATION REQUIREMENTS

When a student has completed the 400 hours, the required theory hours and practical operations in Barbering, with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board examination. All institutional charges must be paid in full prior to graduation.

LICENSING REQUIREMENTS

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

STUDENT SERVICES:

The Student Services staff is available specifically to attend to the needs of the student body at Colleen O'Hara's Beauty Academy. Student Services will provide students with information regarding transportation, childcare, and professional counseling services available within the community, as well as attend to any other special concerns that may arise while attending Colleen O'Hara's Beauty Academy.

ACCESSIBILITY FOR DISABLED STUDENTS

Students with disabilities should contact Student Services for more information regarding additional programs and services available.

ORIENTATION

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

ADVISING/TUTORING ASSISTANCE

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

HOUSING

Colleen O'Hara's Beauty Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Santa Ana, CA rental properties start at approximately \$1,245.00 per month.

ADVISORY SERVICES & ACADEMIC EVALUATIONS

Advisory services are provided to any student on personal, career, or educational needs prior to entry, upon entry, and after graduation. Students can make an appointment with the Director of Education, Financial Aid Officer, or instructor of their preference to provide advisory services. The school provides monthly grading sheets for practical operations. Once a month the student's attendance and academic progress are reviewed to determine if the student needs additional assistance. Colleen O'Hara's Beauty Academy provides assistance to students in solving personal or education-related problems that may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Guidance Services.

PARKING AND PUBLIC TRANSPORTATION

Colleen O'Hara's Beauty Academy does not provide free parking for students, but the city of Santa Ana offers parking permits at a discounted rate for all students through Parking Concept Inc. located on 420 N. Main St., Santa Ana, CA 92701. Also for your convenience there is a bus stop located ¼ block from the Academy, between Main and 4th Street.

LIBRARY

Colleen O'Hara's Beauty Academy maintains library facilities to address requirements of the programs provided at the school. Library resources are available for use that include CDs/DVDs, as well as magazine publications and books. Resources are accessible on campus in the library and online. Students may access the library resources, which includes computers with internet access for online materials:

9:00 a.m. to 7:00 p.m. Tuesday through Friday

9:00 a.m. to 6:30 p.m. Saturday

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

In addition, public institutions in the area, such as the Orange Public Library, provide our students and staff regular access to library resources. The library staff is capable of accessing online resources and is able to assist with electronic retrieval.

Santa Ana Public Library
26 Civic Center Plaza
Santa Ana, CA 92701
(714) 647-5250

GRADUATION CEREMONY

Upon successful completion of their designated program, graduates are encouraged to attend a graduation ceremony, as these ceremonies are held to recognize the efforts of graduates. Graduates must also be in financial good standing with Colleen O'Hara's Beauty Academy to attend the ceremony.

CAREER SERVICES

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

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

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

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

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

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

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal résumé to the Career Services Advisor.
3. Returned all books, equipment, etc. belonging to the Academy.
4. Fulfilled all financial obligations to the Academy and attended a Financial Aid Exit Interview, if applicable.

FINANCIAL AID INFORMATION

REQUIRED FEDERAL DISCLOSURE INFORMATION

For graduation rates, median debt of graduates completing programs, and other important information, visit www.colleenoharasbeautyacademy.edu

TUITION AND FEES POLICIES

Tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition."

COSMETOLOGY				
1 st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	TOTAL TUITION
\$6,420.72	\$4,220.72	\$3,282.78	\$3,282.78	\$17,207.00

ESTHETICIAN		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$5,527.00	\$4,132.00	\$9,659.00

TEACHER TRAINING		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$3,777.00	\$2,382.00	\$6,159.00

MANICURING		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$2,312.50	\$1,712.50	\$4,025.00

BARBERING				
1 st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	TOTAL TUITION
\$6,372.00	\$5,022.00	\$3,347.50	\$3,347.50	\$18,089.00

ADVANCED ESTHETICS		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$4,984.00	\$3,154.00	\$8,138.00

MAKEUP ARTIST		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$4,294.00	\$2,865.00	\$7,159.00

BARBER CROSSOVER		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$2,300.00	\$1,600.00	\$3,900.00

TUITION PAYMENT

Tuition for the first enrollment period of the program selected is due the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, check, credit card, or money order made payable to Colleen O'Hara's Beauty Academy. Tuition payments should be made in person at the Financial Aid Department during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$30 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

PAST DUE ACCOUNT

Financial Holds on Unpaid Balances and Registration

Students who are past due in any debt to the College will have a financial hold on their account. They are not permitted to register in any courses of the college until the hold is released. A financial hold precludes students from receiving college services, including: registration, dropping or adding classes, grades, transcript requests, diploma, and graduation. No transcripts, official or unofficial, will be issued for a student who has an outstanding student account balance. Transcripts and diplomas will be released when the account is paid in full.

Upon withdrawal from the college, accounts with outstanding balances will be transferred to the financial aid office for collection. Failure to pay past-due balances will result in the account being turned over to a collection agency. When the college is forced to turn the account to collections, the student shall be responsible for all additional costs of collection including attorney fees. In the event of court action to enforce this agreement, the student shall be responsible for paying all court costs and fees, including attorney fees and costs.

SCHOLARSHIPS

For information regarding awards or scholarships that you may qualify for, please see the Financial Aid link located on the Colleen O'Hara's Beauty Academy website. www.colleenoharasbeautyacademy.edu

FINANCIAL AID—CONSUMER INFORMATION

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following Consumer Information during orientation:

- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Gainful Employment Disclosure
- Crime statistics Report and Procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)
- Drug and Alcohol Abuse Policy
- FERPA
- Textbook Disclosure
- GED Classes Availability
- Copyright Protection Policy
- Voting Information

These disclosures may be completed annually and distributed on paper (requiring signatures on forms).

FINANCIAL AID MECHANISM

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

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.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The Academy is approved for and participates in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid consideration:

GRANT (FREE) AID (This aid does not have to be repaid)

- Federal PELL Grant Program (FPELL) \$5,920 maximum annual limit (Does not require repayment)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)* (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

- Direct Federal Stafford Loans
- Subsidized loans (Interest earned while in school and during grace period is covered by the USDE).**
- Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made).

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY HIGH. LACK OF PAYMENT IS VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but then enrolls in a program that is one academic year long without any transfer hours, the correct student level will be 1st not 3rd, loan level.

For more specific information on each program, please refer to the student guides available at

Student Guide: http://studentaid.ed.gov/students/publications/student_guide/index.html

Direct Loan Basics for Students: <http://www.direct.ed.gov/pubs/studentbasics.pdf>

Direct Loan Basics for Parents: <http://www.direct.ed.gov/pubs/parentbasics.pdf>

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

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

APPLICATION FOR AID, PROCEDURES AND FORM

All Colleen O'Hara's Beauty Academy applicants are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

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

Entrance/Exit Counseling: You are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to www.studentloans.gov, and sign in using your FSA ID.

Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent.

For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to <https://studentloans.gov>.

If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the student's departure, the institution will send a letter to the student, requesting exit counseling to be completed at www.studentloans.gov

FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The FAFSA needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the Financial Aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Website: www.fafsa.ed.gov

FEDERAL PELL GRANT PROGRAM

Funds received under this program are not subject to repayment by 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 September 29 of the award year for which aid is requested, or

the student's last day of enrollment in 2017-2018, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: An FPELL Grant award is received 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 for each award year.

Maximum Annual Award: \$5,920

Disbursement: Disbursements are made based on payment period via a check credit to the student's tuition account.

Website: www.ed.gov/programs/fpg/index.html

Maximum Lifetime Eligibility Used for Pell 600%- A student's maximum amount of Pell Eligibility is 6 scheduled awards, as measured by the percentage of "Lifetime Eligibility Used" (LEU) field in COD (one scheduled award equals 100% LEU)

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Funds received under this program are not subject to repayment by the student.

Deadline: Students may apply during the enrollment process, using the FAFSA form. The school will provide a letter listing the amount and types of financial aid the student will be awarded, including the FSEOG award.

Maximum Annual Award: \$4,000

Disbursement: Checks are issued to the school and credited 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 (EFCs) enrolled during the last three months.

FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM

Funds received from either of the loan programs are subject to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

FEDERAL DIRECT SUBSIDIZED LOAN

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The federal government pays interest subsidies while the student is enrolled or during periods of deferment. The student would pay a combined origination/guaranty fee of a variable percentage, but not to exceed 3%, rebated directly to the U.S. Department of Education. Students may receive both subsidized and unsubsidized loans, provided the combined amount borrowed does not exceed applicable loan limits and the student's eligibility for a subsidized Federal Stafford Loan is determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000). These loans are subject to a maximum eligibility of up to 150% of the length of the program of study. Previous loans obtained could affect the student 150% eligibility.

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

***Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2013, and July 1, 2015, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance.**

FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

These loans expand the ability of the U.S. Department of Education to make "unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The federal government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible for locating his or her own lender that participates in the FFEL Loan Program.

Dependent student with parent loan: first level, \$2,000; second level, \$2,000; third level, \$2,000 (max aggregate, \$8,000)

Dependent student without parent loan or independent students: first level, \$6,000; second level, \$6,000; third level, \$7,000 (max aggregate, \$14,000)

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the Financial Aid office before disbursement. For additional information, read the pamphlet "Direct Loan Entrance Interview"

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

DETERMINING NEED

The information a student reports on the FAFSA form when applying for aid is used in a formula established by the U.S. Congress to calculate the student's Expected Family Contribution.

Colleen O'Hara's Beauty Academy 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 Institutional Student Information Report with the calculation of the Expected Family Contribution.

A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (EFC) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student Need.

COST OF ATTENDANCE

This institution uses the annual budgets published by the California Student Aid Commission. The estimated amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual Cost
	Registration fee	Actual Cost
	Books and Supplies	Actual Cost
Living cost allowance (monthly figures):	Student Living	Student Living
	With parents	Off campus
Room and Board	\$5,247	\$9,270
Transportation	\$1,098	\$1,233
Personal/misc.	\$3,276	\$3,006
(The cost of uniforms is included in the personal allowance or included in the school charges)		

EXTRA INSTRUCTION CHARGES:

If a student reaches the scheduled completion date stated on his/her contract and needs additional time to complete hours and/or operations, Colleen O'Hara's Beauty Academy will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charges will be assessed for the remaining number of hours to complete, times the hourly rate of Advanced Esthetics \$10.51; Barbering, \$11.16; Makeup Artist \$9.55; Cosmetology, \$9.38; Esthetician, \$13.77; Teacher Training, \$8.60; Manicuring, \$8.56 per hour. An addendum to the enrollment contract will reflect the hours to complete.

AWARD CONCEPT, SELECTION OF RECIPIENTS, AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based funds to satisfy all student financial needs. Therefore, the school emphasizes the *self-help concept* of student financial assistance.

The *self-help concept* is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, he/she may decline any loans offered by the school. ALL LOANS MUST BE REPAYED.

The *self-help concept* lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards 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 literally 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 student starts may vary. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year preceding the current year by using student enrollment, EFC, and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 130 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/16 to 6/30/17 period. Therefore, the awards to those students will be \$500-\$1000 through the entire period. As of July 1, 2016, the first selection of SEOG recipients will be made from students with "exceptional need." Students with "exceptional need" are defined by this institution as students that have an

Expected Family Contribution (EFC) of zero (00000), who will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest Expected Family Contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from among students whose files have been completed, with no issues pending regarding the students' eligibility for federal aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common financial aid terms:

ACADEMIC YEAR

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

CLOCK HOUR:

A clock hour is a period of 50 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE:

Institutional charges for tuition, fees, and books combined compose the cost of attendance or educational budget for an academic year or less.

CREDIT BALANCE:

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

DEPENDENT STUDENT:

A dependent student is an individual who does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT:

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

EXPECTED FAMILY CONTRIBUTION (EFC):

The EFC is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

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

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

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

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

INDEPENDENT STUDENT:

An independent student is an individual who criteria would answer "yes" to at least one of the following questions:

- Were you born before January 1, 1993?
- As of today, are you married? (Separated but not divorced.)
- At the beginning of the 2016-2017 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2015, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2015, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S):

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

PAYMENT PERIOD:

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

NEED:

Financial need is the amount left over after subtracting the Expected Family Contribution from a student's cost of attendance.

WITHDRAWALS:

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

STUDENT TUITION RECOVERY FUND

As of February 1, 2010 the State of California, Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund established by former Section 94944 of the Education Code, and extended by Chapter 635 of the Statutes of 2007, to continue in existence. The law requires the Academy to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California's Bureau for Private Postsecondary Education (BPPE).

The amount of the fee for 2018 is \$0.00 per \$1,000 of tuition paid, rounded to the nearest \$1,000.

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.

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

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from Colleen O'Hara's Beauty Academy and/or private lenders. To those who qualify, federal student financial aid is available to cover educational expenses. Financial aid may be in the form of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from students, whenever possible, to contribute toward their school charges by making monthly or weekly installments according to their means. It is also our policy to discourage students from borrowing loan funds unless necessary. 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. All educational expenses need to be included in determining the student's ability to meet those expenses. All school charges must be paid in full before graduation.

REFUND POLICY

CANCELLATION AND WITHDRAWAL REFUND POLICY

Colleen O'Hara's Beauty Academy has a definite and written Withdrawal and Settlement Refund policy and it will apply to all terminations for any reason, by either party, did not actually start training, including student decision, program cancellation, or school closure. The enrollment agreement contract clearly outlines the obligation of both the Academy and the student. All fees are identified in the catalog and on the contract. Any non-refundable items are identified. A copy of the enrollment/contract agreement and data covering costs and payment plan will be furnished to the student before any payment is made.

Refund policy calculations are performed under two following formulas, the calculation resulting most beneficial to the student would be the one used to determine if a refund is due from the amounts paid and credited to the students tuition account:

1. California State Prorata refund calculation if the student withdraws within 60% of a payment period for which the student is being charged.
2. Federal Prorata refund calculation formula applies to all funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.
3. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance.

If student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If a student is not accepted by the school, is entitled to a refund of all monies except a non-refundable application fee and monies due the student will be refunded within forty-five (45) days of official cancellation or withdrawal date.

STUDENTS RIGHT TO CANCEL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, within three business days of signing the enrollment agreement regardless if training has actually started, or through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Colleen O'Hara's Beauty Academy, 109 W. 4th Street, Santa Ana, CA 92701. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a application fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition after three business days of signing the enrollment agreement regardless if training has actually started, within 45 days after the notice of cancellation is received.
6. If cancellation occurs after three business days of signing the enrollment agreement, but prior to the stated cancellation date on the enrollment agreement the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00 and a registration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
7. If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the Academy shall, at its option:
 - a. Provide a full refund of all monies paid; or
 - b. Provide completion of the course or program.
8. Start and completion dates of all course schedules are subject to change. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The Academy reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.
9. If the Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the Academy will make arrangements for students and
 - a. They shall be entitled to a pro-rata refund of tuition.
 - b. If the program is cancelled subsequent to the student's enrollment, and before instruction in the program has begun, then the student shall be entitled to a full refund of all monies paid.
 - c. At least 30 days prior to closing, the Academy shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of Academy closure, including the amount of each pro rata refund, shall also be submitted to our accreditation agency.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your

program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the Academy.
- The student has failed to attend class for 14 days.
- The student fails to return from a leave of absence, date of withdrawal determination is based on the earliest of either; date of return or student notification.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

DETERMINATION OF OFFICIAL AND UNOFFICIAL WITHDRAWAL FROM ACADEMY:

WITHDRAWALS:

A student's **official** withdrawal date is determined by using one of the following:

- Official withdrawal date is on the student's notification or Academy's determination.
- The date the student submitted his notifies to withdraw to the Office of the financial aid.
- The date the student was expelled/dismissed from the school.
- The date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence of the date the student notifies the institution that the student will not be returning.

The student's **unofficial** withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The school determines through monitoring of clock hour attendance at least every thirty (30) days.

-The student failed to attend classes for a two-week period (14 calendar days) and fail to inform the Academy that they are not withdrawing (allows 14 calendar days absence).

NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

RETURN OF TITLE IV POLICY

Colleen O'Hara's Beauty Academy determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid.

Treatment of Title IV funds if the student withdraws from the course of study:

The return of Title IV funds is administered by the Financial Aid Department of Colleen O'Hara's Beauty Academy. This policy applies to students who withdraw (officially, unofficially) or are dismissed from enrollment at Colleen O'Hara's Beauty Academy. It is separate and distinct from the Colleen O'Hara's Beauty Academy policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy is determined according to the following definitions and procedures, as prescribed by regulation. A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours. The institution has forty-five (45) days from the date the institution determines that the student withdrew, whether officially or unofficially, to return all unearned funds for which it is responsible. Monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. The school is required to notify the student via written notice if he/she is owed a repayment. The school must advise the student or parent that he/she has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.

Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all of his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance. If the student withdraws from all his/her courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, SEOG Grants, ACG, SMART, TEACH, and any other Title IV funds. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

Withdrawal Before 60%:

Colleen O'Hara's Beauty Academy must perform an R2T4 calculation to determine the amount of earned aid up through the 60% point in each *payment period*. Colleen O'Hara's Beauty Academy will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform an R2T4 calculation to determine the amount of aid that the student has earned.

Withdrawal After 60%:

For a student who withdraws after the 60% point of his/her program, there are no unearned funds. However, Colleen O'Hara's Beauty Academy will still determine whether the student is eligible for a post-withdrawal disbursement. Note: Colleen O'Hara's Beauty Academy has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.

The return of Title IV funds policy follows these steps:

Step 1: Student's Title IV information

Colleen O'Hara's Beauty Academy (COBA) will determine: **Return of Title IV Funds (R2T4) Policy Colleen O'Hara's Beauty Academy**

A) The total amount of Title IV aid disbursed (not aid that could have been disbursed) for the semester in which the student withdrew.

A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.

B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

Step 2: Percentage of Title IV Aid Earned:

(COBA) will calculate the percentage of Title IV aid earned as follows:

The number of calendar hours completed by the student divided by the total number of calendar hours in the period in which the student withdrew.

The total number of hours in a period shall exclude any scheduled breaks of more than five days.

Hours Attended ÷ Hours in Enrollment Period = Percentage Completed

If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

Step 3: Amount of Title IV Aid Earned by the Student

(COBA) will calculate the amount of Title IV Aid earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).

Total Aid Disbursed x Percentage Completed = Earned Aid

Step 4: Amount of Title IV Aid to be Disbursed or Returned:

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned

If the aid already disbursed is less than the earned aid, (COBA) will calculate a Post- Withdrawal Disbursement.

EARNED AID:

Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Director.

FEDERAL REFUND REQUIREMENTS VS. STATE REFUND REQUIREMENTS

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

REGISTRATION FEES, KIT, EQUIPMENT, AND SUPPLIES:

A registration fee not to exceed \$100 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable. Once items are received by the student, they belong to the student and represent a liability to the student. All extra costs such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated, and any non-refundable items are identified.

PROGRAM CANCELLATION

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the Academy shall, at its option:

- c. Provide a full refund of all monies paid; or
- d. Provide completion of the course or program.

Start and completion dates of all course schedules are subject to change. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The Academy reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.

ACADEMY CLOSURE POLICY

If the Academy closes permanently and ceases to offer instruction **after** students have enrolled, and instruction has begun, the Academy will make arrangements for students and

- d. They shall be entitled to a pro-rata refund of tuition.
- e. If the program is cancelled subsequent to the student's enrollment, and **before** instruction in the program has begun, then the student shall be entitled to a full refund of all monies paid.
- f. At least 30 days prior to closing, the Academy shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of Academy closure, including the amount of each pro rata refund, shall also be submitted to our accreditation agency.

COLLECTION POLICY

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

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 to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the 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:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or 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.
- Applicant verified by another school. The student completed verification for the current award year at another school before transferring. Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- Not an aid recipient. The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- The applicant is eligible to receive only unsubsidized student financial assistance. However, students selected for V4 or V5 verification should complete it in accord with the answer to Question DOC-Q18
- Post enrollment. The student was selected for verification after ceasing to be enrolled at your school, she does not intend to reenroll for the award year, and all (including late) disbursements were made.

REQUIRED VERIFICATION ITEMS: Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1—Standard Verification Group:

Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid

- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college

V2—reserved for future use by the Department.

V3—reserved for future use by the Department.

V4—Custom Verification Group.

Students must verify high school completion status and identity/statement of educational purpose.

V5—Aggregate Verification Group.

Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

V6—reserved for future use by the Department.

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. CNI Institutional verification document, signed by student and/or parents. Applicants shall complete the appropriate sections of the Verification Worksheet 2017-2018. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms IRS tax return transcript for the student/spouse and/or parents, as applicable.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or September 31, 2018, whichever is earlier.

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

- Number of family members in the household.
- Number of family members in the household now enrolled as at least half-time students in postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

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.

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 referral of fraud cases.

NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION

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

BANKRUPTCY

Colleen O'Hara's Beauty Academy has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Catalog Certification

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

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

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov.

COLLEEN O'HARA'S BEAUTY ACADEMY OFFICERS & FACULTY

COLLEEN O'HARA'S BEAUTY ACADEMY OFFICERS	
Colleen Buffington, Chief Operations Officer (Owner)	
James K. Buffington, Chief Executive Officer (Owner)	
Sylvia Bautista, Executive Director	
Patrick O'Hara, Chief Marketing Officer	
COLLEEN O'HARA'S BEAUTY ACADEMY FACULTY LISTING & QUALIFICATIONS	
Denise Delgado, Campus Director Full time	Cosmetologist License Over 17 years of experience in the Cosmetology field and Education Field].
COSMETOLOGY	
Sharon Oropeza Part Time	Cosmetologist License Over 9 years of experience in the Cosmetology field.
Blanca Sandoval, Instructor Part Time	Cosmetologist License Over 9 years of experience in the Cosmetology field.
Mora Neely Part Time	Cosmetologist License Over 9 years of experience in Education Field
TEACHER TRAINING	
ESTHETICIAN	
Blanca Zuniga, Instructor Part Time	Esthetician License Over 20 years of experience in the Esthetician/Cosmetology field.
BARBERING	
Samuel Torres Part Time	Barber License Over 30 years of experience in the Barber field.
Xania Darden Part Time	Barbering/Cosmetologist License Over 20 years of experience in the Barbering/Cosmetology field
MAKEUP ARTIST	
Marina Mestaz Part Time	Cosmetologist License Over 8 years of experience in make-up /Cosmetology field.

ADMINISTRATION

HUMAN RESOURCES:

Claudia Restrepo, HR

ACCOUNTING DEPARTMENT:

Tina Bridgewater, Chief Financial Officer
Tony Fernandez

ADMISSIONS:

Maria A. Hernández

CAREER SERVICES:

Denise Delgado

REGISTRARS/FA

Ericka Cavero

FINANCIAL AID:

Jose Belloso
Maritza Salazar

FRONT DESK:

Viridiana Munoz

MAINTENANCE:

Claudia Hernandez

CLINIC/LAB COORDINATOR:

Alexandra Aria

Tuition & Fees

TUITION BY PAYMENT PERIOD:

COSMETOLOGY				
1 st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	TOTAL TUITION
\$6,420.72	\$4,220.72	\$3,282.78	\$3,282.78	\$17,207.00

TEACHER TRAINING		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$3,777.00	\$2,382.00	\$6,159.00

ESTHETICIAN		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$5,527.00	\$4,132.00	\$9,659.00

MANICURING		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$2,312.50	\$1,712.50	\$4,025.00

BARBERING				
1 st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	TOTAL TUITION
\$6,372.00	\$5,022.00	\$3,347.50	\$3,347.50	\$18,089.00

ADVANCED ESTHETICS		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$4,984.00	\$3,154.00	\$8,138.00

MAKEUP ARTIST		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$4,294.00	\$2,865.00	\$7,159.00

BARBER CROSSOVER		
1 st Payment Period	2 nd Payment Period	TOTAL TUITION
\$2,300.00	\$1,600.00	\$3,900.00

TOTALS:

Program	Registration Fee Non-Refundable after 3 days of executing an enrollment agreement	Books and Supplies	Tuition	STRF* Non-Refundable	*Total Cost
Cosmetology SOC CODE 39.5012 CIP CODE 12.0401	\$100.00	\$2,100.00	\$15,007.00	\$0.00	\$17,207.00
Teacher Training SOC CODE 39.5012 CIP CODE 12.0413	\$100.00	\$900.00	\$5,159.00	\$0.00	\$6,159.00
Esthetician SOC CODE 39.5094 CIP CODE 12.0409	\$100.00	\$1,295.00	\$8,264.00	\$0.00	\$9,659.00
Manicuring SOC CODE 39.5092 CIP CODE 12.0410	\$100.00	\$500.00	\$3,425.00	\$0.00	\$4,025.00
Barbering SOC Code 39-5011 CIP CODE 12.0402	\$100.00	\$1,250.00	\$16,739.00	\$0.00	\$18,089.00
Advanced Esthetics SOC Code 39-5094 CIP CODE 12-0414	\$100.00	\$1,730.00	\$6,308.00	\$0.00	\$8,138.00
Makeup Artist SOC Code 39-5091 CIP CODE 12.0406	\$100.00	\$1,329.00	\$5,730.00	\$0.00	\$7,159.00
Barber Crossover SOC Code 39-5011 CIP CODE 12.0402	\$100.00	\$600.00	\$3,200.00	\$0.00	\$3,900.00

* Student Tuition Recovery Fund (STRF) \$.00 for every \$1,000 rounded to the nearest \$1,000

**Estimated charges for the period of attendance and the entire program.

ADDITIONAL FEES, PAYABLE TO A THIRD-PARTY:

STATE BOARD EXAMINATION REQUIREMENTS AND COST

To be eligible to take the State examination, students must be at least seventeen years of age, have completed the 10th grade (or equivalent) and has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit a Proof of Training from the school, present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers (located in Los Angeles and Fairfield). Students are eligible to apply for the Pre-Application with Board of Barbering & Cosmetology when they have completed the hours stated below. The Pre-Application assists the student in obtaining a date closer to his/her graduation date. The fees are as follows for those programs that require licensure for employment:

Cosmetology exam and license fee:	\$ 125.00
Pre-Application fee (completed 1200 hours):	\$ 9.00
Barber exam and license fee:	\$ 125.00
Pre-Application fee (completed 1125 hours):	\$ 9.00
Esthetician exam and license fee:	\$ 115.00
Pre-Application fee (completed 450 hours):	\$ 9.00
Manicuring exam and license fee:	\$ 110.00
Pre-Application fee (completed 240 hours):	\$ 9.00

ADDITIONAL FEES, IF APPLICABLE:**EXTRA INSTRUCTION CHARGES:**

If a student reaches the scheduled completion date stated on his/her contract and needs additional time to complete hours and/or operations, Colleen O'Hara's Beauty Academy will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charges will be assessed for the remaining number of hours to complete, times the hourly rate of Advanced Esthetics \$10.51; Barbering, \$11.16; Makeup Artist \$9.55; Cosmetology, \$9.38; Esthetician, \$13.77; Teacher Training, \$ 8.60; Manicuring, \$8.56 per hour. An addendum to the enrollment contract will reflect the hours to complete.

ACADEMIC TRANSCRIPTS

Colleen O'Hara's Beauty Academy will provide one transcript to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, copy of Diploma or Proof of Training. The student's financial accounts must be current prior to the Academy furnishing any transcripts.

TUITION PAYMENT

Tuition for the first enrollment period of the program selected is due the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, check, credit card, or money order made payable to Colleen O'Hara's Beauty Academy. Tuition payments should be made in person at the Financial Aid Department during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$30 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

TEXTBOOKS, EQUIPMENT, & SUPPLIES

COSMETOLOGY TEXTBOOKS / SUPPLIES

- 1 Dz Short Jumbo Orchid
- 3 Dz Jumbo Orchid
- 1 Dz Short White
- 3 Dz Long White
- 1 Dz Short Gray
- 3 Dz Long Gray
- 1 Set Smooth Magnetic Rollers
- 1 Set Magic Touch Rollers (Red)
- 2 Dz Boomerang Rods Red
- 1 Brush 7-Rows Nylon Bristles
- 1 Spatula 5" Bag
- 5 Pc Manicure Set Professional
- 8 Emery Board 6 1/2" 10/Bag
- 1 Eyebrow Tweezer
- 1 Manicure Sticks Birchwood
- 1 Manicure Bowl
- 1 Tint Bottle Applicator
- 1 Perm Bottle Applicator
- 1 Cleansing Cream 16 Oz
- 1 Almond Massage Cream 16 Oz
- 1 Balance Luminating Tonic
- 1 Frosting Cap W/Metal Needle
- 2 Pairs Latex Gloves
- 1 Clips 2" Jaws Butterfly Asst
- 1 Clips Duckbill 12/Box
- 1 Clips Steel Double Prong
- 1 End Wraps Jumbo 2 1/2 X 4
- 1 Cotton 10 Ft. Celludri Perm
- 1 Nail Polish Kit Prof Nail Care
- 1 Bag Black Rubber Bands 250 Bands
- 1 Card Black Bobby Pins
- 1 Card Brown Bobby Pins
- 1 Card Silver Bobby Pins
- 1 Barefeet 2 Oz Pedi Pack
- 2 Black Fashion Lashes
- 1 Lashtite Adhesive 3/4 Oz
- 1 Protein Enriched Cholesterol 1 Lb
- 1 Terry Headband W/Velcro Closure
- 1 Terry Salon Wrap
- 2 Terry Towels Teal 14" X 26"
- 1 Mannequin Beard Yak Hair Beard
- 1 Mannequin Solid Hair Ms.Taylor
- 1 Mannequin Wavy Hair Ms.Michelle
- 1 Mannequin Long Hair Ms.Alexis
- 1 Set Of Ionic Styling &Cutting Combs
- 1 Styling Brush
- 1 Paddle Cushion Brush
- 1 Brush Ceramic Round 3
- 1 Brush Ceramic Round 1.75
- 1 Revolving Tint Bowl Deal
- 1 Metal Manikin Damp
- 1 Shampoo Cape
- 1 Aluminum Spray Bottle
- 1 Utility Apron
- 1 Salon Timer
- 1 Professional Shear Set
- 1 Wahl All Star Combo Set
- 1 Nano Titanium Straightening
- 1 Nano Titanium Marcel Iron 1"
- 1 Nano Titanium Dryer
- 1 Feather Styling Razor Intro Kit
- 1 Textbook Milady'S Book
- 1 Study Guide Milady'S Book
- 1 Hair Cutting Milady'S Book
- 1 Color /Texture Supplement Milady'S Book
- 1 Up Do Milady'S Book
- 1 Online Licensing
- 1 Course Made Milady'S Book
- 1 Career Transitions
- 1 Business Fundamentals
- 3 Black- T-Shirt
- 1 Backpack
- 1 Jumbo Duffle Bag On W/Handle
- 1 Single Wax Warmer Kit
- 1 Alite Nails Mini Kit
- 1 Make Up Kit

TEACHER TRAINING TEXTBOOKS / SUPPLIES

- 7 Brushes 7 pc.
- 1 Rat Tail Comb (253)
- 1 Graphite Comb 7" (267)
- 1 Cutting Comb 8 ½" (268)
- 1 Graphite Comb (Wide)
- 1 Suitcase
- 1 Color Palette (301)
- 1 Viola
- 1 Vanessa
- 1 Base w/Extension
- 1 Steel Scissor
- 1 Steel Thinning Shears
- 1 Porcelain Blow Dryer
- 1 Pro Curling Iron
- 1 Styling Razor w/10 Spares
- 1 Flat Iron Porcelain
- 1 Trimmer
- 1 Shampoo Cape
- 1 Tint Bowl
- 1 Water Spray Bottle
- 1 Tint Brush
- 1 Binder
- 1 Milady's Master Educator Student Course Book
- 1 Milady's Master Educator Exam Review
- 1 Timer
- 1 Tool Bag
- 1 Back Pack
- 1 Student ID bag
- 1 Apron

ESTHETICIAN TEXTBOOKS / SUPPLIES

- 1 Text Book
- 1 Student Workbook
- 1 Study Guide
- 1 Carrying Case
- 2 Uniform Set
- 1 White Jacket
- 1 Hand Mirror
- 1 Clear Hand Bag
- 1 Body Brush
- 1 Fan Mask Brush
- 1 Comedone Extract
- 5 pc. Eyebrow Set
- 1 Pencil Sharpener
- 1 individual Lashes
- 1 1/5 oz Lashtite Adhesive
- 2 Lash Strip
- 1 Eyelash Adhesive
- 1 Manicure Brush
- 1 Satin Smooth Student Wax Kit
- 1 Make Up Cape
- 1 Disposable Mascara Wand 25ct
- 1 Make Up Wedges Pack
- 1 Disposable Lip Brushes
- 1 Eye Shadow Applicators
- 1 Almond Massage Cream
- 1 Sea Breeze Astringent
- 9 2 oz Bottles
- 2 4 oz Jars
- 2 3.4 Jar
- 2 1.7 Jar
- 2 5 oz Spray Bottle
- 2 2 oz Bottles (white top)
- 1 Facial Brush
- 1 Face
- 1 Sterilizer Tray
- 1 Eyelash Extensions
- 1 Terry Cloth Headband
- 1 Dz. White Towels
- 1 Terry Cloth Salon Wrap
- 1 Precut Facial Gauze
- 1 4X4 Esthetic Wipes
- 1 Cotton Eye Pads
- 1 Cotton Ball Bag
- 1 Cotton Swabs
- 1 Vinyl Gloves
- Precleanse
- Ultra calming Cleanser
- Daily Microfoliant
- Multi-Active Toner
- Active Moist
- Colloidal Mask Base
- Scaling Fluid
- Calming Botanical Mixer
- Solar Defense Booster
- Dermalogica Backpack
- Exfoliant Accelerator
- Sponges

- Face Mapping
- Massage and Scalinf
- Makeup Kit

MANICURING TEXTBOOKS / SUPPLIES

- 1 Foam File
- 1 White Buffing Block
- 1 3Way Nail Buffer
- 1 Sanding Block
- 1 Sterilizing Tray
- 10 Bag 6 ½ Emery Boards
- 1 Toe Nail Clipper
- 1 7"Diamond File
- 1 Foot File
- 1 Cuticle Nipper
- 1 Acrylic Nail Tip Slicer
- 1 Cuticle Pusher
- 1 Cuticle Scissor
- 1 Pair Toe % Finger Separator
- 1 Bag Manicure Sticks 12/Bag
- 1 Pair Foam Pedicure Slippers
- 1 Nail Polish Kit
- 1 Manicure Bowl
- 1 Manicure Jar
- 1 Soft Side Traveler Case
- 1 Practice Hand/ Suction Base
- 1 Practice Finger & Tips
- 1 8oz Instant Hand Cleanser
- 1 ½ oz. Cuticle Oil
- 1 Nail Brush
- 1 Nail Tech Jacket
- 1 Bag
- 1 1oz White Powder
- 1 1oz Pink Powder
- 1 1oz Clear Powder
- 1 4oz Nail Liquid
- 1 Professional Brush
- 1 Clear Dampen Dish
- 1 Primer
- 1 UV Sealer
- 1 Lavender Oil
- 1 Diamong File 100/180
- 1 Sundy Buffer
- 1 Reg. White Washable 80/80
- 1 Reg. Zebra 180/180
- 1 Nail Glue
- 1 Natural Tips 100 CT
- 1 Nail Textbook
- 1 Nail Exam Review Book
- 1 Nail Workbook
- 1 Silk Nails Wrap

BARBERING TEXTBOOKS / SUPPLIES

- 1 Hairstyling Kit W/2 Shears
- 1 Viper Barber Shear 7.5" Leather
- 1 Feather Nape & Body Razor Kit
- 1 Wahl Detailer Clipper
- 1 Solano 1500W Dryer Black
- 1 Andis Complete Student Kit
- 1 Andis Ceramic Edge Blade 3 1/2
- 1 Andis Ceramic Edge Blade 1 1/2
- 1 Andis Ceramic Edge Blade 1A
- 1 Andis Ceramic Edge Blade 6.3Mm
- 1 Andis Ceramic Edge Blade 0000
- 1 Andis Clipper Oil 4 Oz
- 1 Brush Medium Hot Curler 1
- 1 Brush 7 Row Vent Black
- 1 Brush Ceramic Round 2"
- 1 Brush D4 Denman
- 2 Comb 7 1/4" Barber
- 1 Styling Kit
- 1 Comb 8 1/2" Pintail
- 1 Hair Pik 3" Dipped Tips Rubber
- 1 Wahl Black Flat Top Comb
- 1 Clipper Comb Black - 02942
- 1 Cutting Cape 45" X 54" Nylon
- 1 Extend Size Cape - 08593
- 1 Mirror 9" X 12 3/4" Lg Picture
- 1 Hair Color Tint Kit 7Pc Beige
- 1 8 Oz Spray Bottle Clear
- 1 No 4 Sanitizer Jar 9" 38oz
- 1 Neck Duster Stand Up Wm. Marvy
- 1 Marianna Metal Collar Clips
- 1 Large Duffle Bag On Wheels
- 1 Manikin Ms. Kim
- 1 Manikin Magnum W/Yak Beard
- 1 5 Star Cordless Shaver
- 1 10 Pc Bottle Set
- 1 Deluxe Manikin Clamp Set
- 1 Floyd The Barber Jacket Blk
- 1 Dz Short Jumbo Orchid

- 1 Dz Jumbo Orchid
- 1 Dz Short White
- 1 Dz Long White
- 1 Dz Short Gray
- 1 Dz Long Gray
- 1 Dz Short Pink
- 1 Dz Long Pink
- 1 End Papers
- 1 Mangetic
- 1 Mangetic
- 1 Curl Iron 1'
- 1 Towels
- 1 Massage Cream
- 1 Cleansing Cream
- 1 Sanek
- 1 Spatula Plastic
- 1 Clips For Hair
- 1 After Shave
- 1 Quats
- 1 Cotton Bag
- 1 Gloves
- 1 Finest Talc
- 1 Nail Brush
- 1 Barber Textbook
- 1 Barber Workbook
- 1 Barber Exam Review Book
- 2 Shaving Cream

ADVANCED ESTHETICS TEXTBOOKS / SUPPLIES

- Milady Standard Advanced Esthetics
- Milady Standard Advanced Esthetics Workbook
- 1 Carrying case
- 1 Uniform set
- 1 White jacket
- 1 Hand mirror
- 1 Clear hand bag
- 1 Body brush
- 1 Fan mask brush
- 1 Comodone extractor
- 1 5pc. Eyebrow set
- 1 Pencil sharpener
- 1 Eyelash Extension Kit
- 1 Individual lashes
- 1 1/5 oz. Lashtite Adhesive
- 1 Lash Strip
- 1 Eyelash Adhesive
- 1 Manicure brush
- 1 Satin Smooth Student wax kit
- *professional wax warmer*
- *14 oz. deluxe cream wax*
- *4 oz. satin cleanse*
- *4 oz. satin release*
- *4 oz. satin cool*
- *4 oz. satin hydrate*
- *muslin strips*
- *wooden applicators*
- *protective collars*
- *DVD step by step*
- 1 Makeup cape
- 1 Disposable mascara wand 25ct
- 1 Makeup wedges pack
- 1 Disposable lip brushes
- 1 Eye shadow applicators
- 1 15 Shade shadow pallet
- 3 Balanced satin finish foundation
- 1 Loose powder (translucent)
- 1 Loose powder (neutral)
- 1 Loose powder (lite latte)
- 1 Pigment luster (carnival)
- 1 Pigment luster (chill)
- 1 Pressed powder (in the nude)
- 1 Pressed powder (bare ivory)
- 1 Lip pencil (swade)
- 1 Eye pencil (brown)
- 1 Eye pencil (black)
- 1 Concealer pallet
- 1 H-cream shadow (orchid)
- 1 H-cream shadow - pink zest
- 1 Eyebrow Shader Compact (4)
- 1 Brush Cleaner
- 1 Lip gloss (nude)
- 1 Lip gloss
- 1 Volume mascara
- 1 3-Shade blush compact (C313)
- 1 Infinity pot eye liner (blackness)
- 1 4-Tray silver case
- 1 Lash Curler (black handle)
- 1 Lip Stick
- 1 Almond massage cream
- 1 Sea Breeze astringent
- 4 2oz- bottles (black top)
- 2 4 oz. jars
- 2 3.4 oz. jar
- 2 1.7 oz. jar

- 2 5 oz. spray bottle
- 5 2oz bottles (white top)
- 1 Rubber mixing bowl med
- 1 3 qt. aluminum bowl
- 1 Sterilizer tray
- 1 Plastic shower caps
- 1 Exfoliating Body Scrub
- 1 Hydro-active minerals salts
- 1 Conditioning body wash
- 1 Body hydrating cream
- 1 Ultra-rich body cream
- 1 Stress relief treatment oil
- 1 Body microfoliant
- 1 Power recovery pack
- 1 Thermal heat activator
- 1 Enzymatic sea mud pack
- 1 Clean massage oil base
- 1 Terry cloth headband
- 1 Dz White towels
- 1 Terry cloth salon wrap
- 1 Precut facial gauze
- 1 4x4 esthetic wipes
- 1 Cotton eye pads
- 1 Cotton ball
- 1 Cotton swabs
- 1 Vinyl gloves
- 1 Precleanse
- 1 Ultra Calming Cleanser
- 1 Daily Microfoliant
- 1 Multi-Active Toner
- 1 Active Moist
- 1 Colloidal Mask Base
- 1 Concealing Spot
- 1 Calming Botanical Mixer
- 1 Solar Defense Booster
- 1 The Book
- 1 Dermalogica Backpack
- 1 M/V Powder Rec
- 1 DVD
- 1 Sponges
- 1 Face Mapping
- 1 Post ex
- 1 M/V Powder ex
- 1 M/V Eccel

MAKEUP ARTIST TEXTBOOKS / SUPPLIES

- Milady Standard Makeup
- Milady Standard Makeup Workbook
- 1 Scissor Gold Stork
- 1 Ear Loop Pleated Procedural
- 2 Manicure Sticks 7" Birchwood
- 1 Crinkle Comb Out Cape 26" X 26"
- 1 2 oz. Bottle W/Spritzer Top
- 1 Clips Steel Duckbill 12 Box
- 1 Lashtite Adhesive Clear .75 oz. F/IND
- 1 Fashion Lashes 110 Black
- 1 Durlash Short Black Flare Small CLM
- 1 Stick-It Adhesive Clear .25 FL
- 1 Single Black Pencil Sharpener
- 1 Tweezers Premium SS Slanted
- 14 Spatula 5"
- 1 Bag Cosmetic Deluxe Mascara WNDS 25
- 1 Bag Cosmetic Non-Latex Wedge 96/BG
- 1 Bag Towels Hands Down Nail-care White
- 1 Bag Neck Strip Sanek 60/BG-48BG/CS
- 1 Neck Strip Sanek Disposable Plastic
- 1 Bag Cotton Rounds 80/BG
- 1 Box Cotton Swabs 300/Box
- 1 15 Shade Shadow Pallet
- 4 Balanced Satin Finish Foundation
- 1 Loose Powder (Translucent)
- 1 Mineralized Powder
- 1 Pigment Luster (Carnival)
- 1 Pigment Luster (Chill)
- 2 Balance Smooth Cream
- 1 Lip Pencil (Whipped Pink)
- 1 Eye Pencil (Brown)
- 1 Eye Pencil (Black)
- 1 Concealer Pallet
- 1 Sensation Primer
- 1 Eyebrow Shader Compact (4)
- 1 Brush Cleaner
- 1 Lip Gloss (Nude)
- 1 Lip Gloss (Oriental Rose)
- 1 3-Shad Blush Compact (C313)
- 1 Infinity Liner (Blackness)
- 1 4-Tray Silver Case
- 1 Pencil Sharpener
- 1 Lip Pencil Raspberry
- 1 Eye Curler
- 1 Spatula
- 1 Pallet

- 1 18 PC Black Brush
- 1 Single Loop Comedone
- 1 Special Fix Make Up
- 2 Glitter
- 1 Design and Carry Tote
- Airbrush Kit (Basic)

BARBER CROSSOVER TEXTBOOKS / SUPPLIES

- Milady Standard Professional Barbering
- Milady Standard Professional Barbering Workbook
- 1 Viper Shear Set - Right Handed
- 1 Feather Nape & Body Razor Kit
- 1 Wahl All Star Combo Set
- 1 Andis Improved Master Clipper
- 1 Andis Clipper Oil 4 Oz
- 1 Dryer 1600W Turbo Soft Grip
- 1 Brush Medium Hot Curler 1 1/2"
- 1 Brush Vent-Back Styling
- 1 Comb 8 1/2" Pintail
- 1 Hair Pik 3" Dipped Tips Rubber
- 3 Comb 7 1/4" Barber
- 2 Wahl Black Flat Top Comb
- 1 Bag Comb 7" Styling
- 1 Extended Size Cape Blk 59 X 58
- 1 Floyd The Barber Jacket Blk
- 1 Mirror Lrg Hand 7 1/2 X 6 1/4
- 1 8 Oz Grn Spray Bottle W/Mister
- 8 oz Grn Spray Bottle W/Mister
- 2 Manikin Long Hair Ms. Julia
- 1 Manikin Ms. Olivia 19-21" Human
- 1 Deluxe Manikin Clamp Set

PROGRAM START DATES 2017 AND 2018

2017:

COSMETOLOGY ENGLISH		DAY		28 HOURS A WEEK	NIGHT	24 HOURS A WEEK
ORIENTATION	START DATE	GRAD DATE	WEEK	WEEK	GRAD DATE	WEEK
01/21/17	01/24/17	03/14/18	58		05/17/18	67
02/04/17	02/07/17	03/28/18	58		05/31/18	67
02/18/17	02/21/17	04/11/18	58		06/14/18	67
03/04/17	03/07/17	04/25/18	58		06/28/18	67
03/18/17	03/21/17	05/09/18	58		07/13/18	67
04/01/17	04/04/17	05/23/18	58		07/27/18	67
04/15/17	04/18/17	06/06/18	58		08/10/18	67
04/29/17	05/02/17	06/20/18	58		08/24/18	67
05/13/17	05/16/17	07/05/18	58		09/07/18	67
05/27/17	05/30/17	07/19/18	58		09/21/18	67
06/10/17	06/13/17	08/02/18	58		10/05/18	67
06/24/17	06/27/17	08/16/18	58		10/19/18	67
07/08/17	07/11/17	08/30/18	58		11/02/18	67
07/22/17	07/25/17	09/13/18	58		11/16/18	67
08/05/17	08/08/17	09/27/18	58		12/01/18	67
08/19/17	08/22/17	10/11/18	58		12/15/18	67
09/02/17	09/05/17	10/25/18	58		01/04/19	67
09/16/17	09/19/17	11/08/18	58		01/18/19	67
09/30/17	10/03/17	11/23/18	58		02/01/19	67
10/14/17	10/17/17	12/07/18	58		02/15/19	67
10/28/17	10/31/17	12/21/18	58		03/01/19	67
11/11/17	11/14/17	01/04/19	58		03/15/19	67
11/25/17	11/28/17	01/18/19	58		03/29/19	67
12/09/17	12/12/17	02/01/19	58		04/12/19	67

BARBERING		DAY		28 HOURS A WEEK	NIGHT	24 HOURS A WEEK
ORIENTATION	START DATE	GRAD DATE	WEEK	WEEK	GRAD DATE	WEEK
01/21/17	01/24/17	02/13/18	54		04/19/18	63
02/04/17	02/07/17	02/27/18	54		05/03/18	63
02/18/17	02/21/17	03/13/18	54		05/17/18	63
03/04/17	03/07/17	03/27/18	54		05/31/18	63
03/18/17	03/21/17	04/10/18	54		06/14/18	63
04/01/17	04/04/17	04/24/18	54		06/28/18	63
04/15/17	04/18/17	05/08/18	54		07/13/18	63
04/29/17	05/02/17	05/22/18	54		07/27/18	63
05/13/17	05/16/17	06/05/18	54		08/10/18	63

05/27/17	05/30/17	06/19/18	54	08/24/18	63
06/10/17	06/13/17	07/03/18	54	09/07/18	63
06/24/17	06/27/17	07/18/18	54	09/21/18	63
07/08/17	07/11/17	08/01/18	54	10/05/18	63
07/22/17	07/25/17	08/15/18	54	10/19/18	63
08/05/17	08/08/17	08/29/18	54	11/02/18	63
08/19/17	08/22/17	09/12/18	54	11/16/18	63
09/02/17	09/05/17	09/26/18	54	12/01/18	63
09/16/17	09/19/17	10/10/18	54	12/15/18	63
09/30/17	10/03/17	10/24/18	54	01/04/19	63
10/14/17	10/17/17	11/07/18	54	01/18/19	63
10/28/17	10/31/17	11/21/18	54	02/01/19	63
11/11/17	11/14/17	12/06/18	54	02/15/19	63
11/25/17	11/28/17	12/20/18	54	03/01/19	63
12/09/17	12/12/17	01/08/19	54	03/15/19	63

ESTHETICIAN ORIENTATION	START DATES	25 HRS END DATE	25 HOURS A WEEK WEK
01/21/17	01/24/17	07/12/17	24
02/04/17	02/07/17	07/26/17	24
02/18/17	02/21/17	08/09/17	24
03/04/17	03/07/17	08/23/17	24
03/18/17	03/21/17	09/06/17	24
04/01/17	04/04/17	09/20/17	24
04/15/17	04/18/17	10/04/17	24
04/29/17	05/02/17	10/18/17	24
05/13/17	05/16/17	11/01/17	24
05/27/17	05/30/17	11/15/17	24
06/10/17	06/13/17	11/30/17	24
06/24/17	06/27/17	12/14/17	24
07/08/17	07/11/17	01/02/18	24
07/22/17	07/25/17	01/16/18	24
08/05/17	08/08/17	01/30/18	24
08/19/17	08/22/17	02/13/18	24
09/02/17	09/05/17	02/27/18	24
09/16/17	09/19/17	03/13/18	24
09/30/17	10/03/17	03/27/18	24
10/14/17	10/17/17	04/10/18	24
10/28/17	10/31/17	04/24/18	24
11/11/17	11/14/17	05/08/18	24
11/25/17	11/28/17	05/22/18	24
12/09/17	12/12/17	06/05/18	24

ADVANCE ESTHETICIAN		25 HRS	25 HOURS A WEEK
ORIENTATION	START DATES	END DATE	WEK
01/21/17	01/24/17	07/12/17	24
02/04/17	02/07/17	07/26/17	24
02/18/17	02/21/17	08/09/17	24
03/04/17	03/07/17	08/23/17	24
03/18/17	03/21/17	09/06/17	24
04/01/17	04/04/17	09/20/17	24
04/15/17	04/18/17	10/04/17	24
04/29/17	05/02/17	10/18/17	24
05/13/17	05/16/17	11/01/17	24
05/27/17	05/30/17	11/15/17	24
06/10/17	06/13/17	11/30/17	24
06/24/17	06/27/17	12/14/17	24
07/08/17	07/11/17	01/02/18	24
07/22/17	07/25/17	01/16/18	24
08/05/17	08/08/17	01/30/18	24
08/19/17	08/22/17	02/13/18	24
09/02/17	09/05/17	02/27/18	24
09/16/17	09/19/17	03/13/18	24
09/30/17	10/03/17	03/27/18	24
10/14/17	10/17/17	04/10/18	24
10/28/17	10/31/17	04/24/18	24
11/11/17	11/14/17	05/08/18	24
11/25/17	11/28/17	05/22/18	24
12/09/17	12/12/17	06/05/18	24

MAKEUP ARTIST		25 HRS	25 HOURS A WEEK
ORIENTATION	START DATES	END DATE	WEK
01/21/17	01/24/17	07/12/17	24
02/04/17	02/07/17	07/26/17	24
02/18/17	02/21/17	08/09/17	24
03/04/17	03/07/17	08/23/17	24
03/18/17	03/21/17	09/06/17	24
04/01/17	04/04/17	09/20/17	24
04/15/17	04/18/17	10/04/17	24
04/29/17	05/02/17	10/18/17	24
05/13/17	05/16/17	11/01/17	24
05/27/17	05/30/17	11/15/17	24

06/10/17	06/13/17	11/30/17	24
06/24/17	06/27/17	12/14/17	24
07/08/17	07/11/17	01/02/18	24
07/22/17	07/25/17	01/16/18	24
08/05/17	08/08/17	01/30/18	24
08/19/17	08/22/17	02/13/18	24
09/02/17	09/05/17	02/27/18	24
09/16/17	09/19/17	03/13/18	24
09/30/17	10/03/17	03/27/18	24
10/14/17	10/17/17	04/10/18	24
10/28/17	10/31/17	04/24/18	24
11/11/17	11/14/17	05/08/18	24
11/25/17	11/28/17	05/22/18	24
12/09/17	12/12/17	06/05/18	24

BARBER CROSSOVER			20 HRS
ORIENTATION	START DATES	END DATE	20 HOURS A WEEK
01/21/17	01/24/17	06/13/17	20
02/04/17	02/07/17	06/27/17	20
02/18/17	02/21/17	07/11/17	20
03/04/17	03/07/17	07/25/17	20
03/18/17	03/21/17	08/08/17	20
04/01/17	04/04/17	08/22/17	20
04/15/17	04/18/17	09/05/17	20
04/29/17	05/02/17	09/19/17	20
05/13/17	05/16/17	10/03/17	20
05/27/17	05/30/17	10/17/17	20
06/10/17	06/13/17	10/31/17	20
06/24/17	06/27/17	11/14/17	20
07/08/17	07/11/17	11/28/17	20
07/22/17	07/25/17	12/12/17	20
08/05/17	08/08/17	01/02/18	20
08/19/17	08/22/17	01/16/18	20
09/02/17	09/05/17	01/30/18	20
09/16/17	09/19/17	02/13/18	20
09/30/17	10/03/17	02/27/18	20
10/14/17	10/17/17	03/13/18	20
10/28/17	10/31/17	03/27/18	20
11/11/17	11/14/17	04/10/18	20
11/25/17	11/28/17	04/24/18	20
12/09/17	12/12/17	05/08/18	20

2018:

COSMETOLOGY ENGLISH		DAY	28 HOURS A WEEK	NIGHT	24 HOURS A WEEK
ORIENTATION	START DATE	GRAD DATE	WEEK	GRAD DATE	WEEK
01/20/18	01/23/18	03/13/19	58	05/16/19	67
02/03/18	02/06/18	03/27/19	58	05/30/19	67
02/17/18	02/20/18	04/10/19	58	06/13/19	67
03/03/18	03/06/18	04/24/19	58	06/27/19	67
03/17/18	03/20/18	05/08/19	58	07/12/19	67
03/31/18	04/03/18	05/22/19	58	07/26/19	67
04/14/18	04/17/18	06/05/19	58	08/09/19	67
04/28/18	05/01/18	06/19/19	58	08/23/19	67
05/12/18	05/15/18	07/04/19	58	09/06/19	67
05/26/18	05/29/18	07/18/19	58	09/20/19	67
06/09/18	06/12/18	08/01/19	58	10/04/19	67
06/23/18	06/26/18	08/15/19	58	10/18/19	67
07/07/18	07/10/18	08/29/19	58	11/01/19	67
07/21/18	07/24/18	09/12/19	58	11/15/19	67
08/04/18	08/07/18	09/26/19	58	11/30/19	67
08/18/18	08/21/18	10/10/19	58	12/14/19	67
09/01/18	09/04/18	10/24/19	58	01/03/20	67
09/15/18	09/18/18	11/07/19	58	01/17/20	67
09/29/18	10/02/18	11/22/19	58	01/31/20	67
10/13/18	10/16/18	12/06/19	58	02/14/20	67
10/27/18	10/30/18	12/20/19	58	02/28/20	67
11/10/18	11/13/18	01/03/20	58	03/13/20	67
11/24/18	11/27/18	01/17/20	58	03/27/20	67
12/08/18	12/11/18	01/31/20	58	04/10/20	67

BARBERING		DAY	28 HOURS A WEEK	NIGHT	24 HOURS A WEEK
ORIENTATION	START DATE	GRAD DATE	WEEK	GRAD DATE	WEEK
01/20/18	01/23/18	02/12/19	54	04/18/19	63
02/03/18	02/06/18	02/26/19	54	05/02/19	63
02/17/18	02/20/18	03/12/19	54	05/16/19	63
03/03/18	03/06/18	03/26/19	54	05/30/19	63
03/17/18	03/20/18	04/09/19	54	06/13/19	63
03/31/18	04/03/18	04/23/19	54	06/27/19	63
04/14/18	04/17/18	05/07/19	54	07/12/19	63
04/28/18	05/01/18	05/21/19	54	07/26/19	63
05/12/18	05/15/18	06/04/19	54	08/09/19	63
05/26/18	05/29/18	06/18/19	54	08/23/19	63
06/09/18	06/12/18	07/02/19	54	09/06/19	63

06/23/18	06/26/18	07/17/19	54	09/20/19	63
07/07/18	07/10/18	07/31/19	54	10/04/19	63
07/21/18	07/24/18	08/14/19	54	10/18/19	63
08/04/18	08/07/18	08/28/19	54	11/01/19	63
08/18/18	08/21/18	09/11/19	54	11/15/19	63
09/01/18	09/04/18	9/25/19	54	11/30/19	63
09/15/18	09/18/18	10/09/19	54	12/14/19	63
09/29/18	10/02/18	10/23/19	54	01/03/20	63
10/13/18	10/16/18	11/06/19	54	01/17/20	63
10/27/18	10/30/18	11/20/19	54	01/31/20	63
11/10/18	11/13/18	12/05/19	54	02/14/20	63
11/24/18	11/27/18	12/19/19	54	02/28/20	63
12/08/18	12/11/18	01/07/20	54	03/13/20	63

ESTHETICIAN		25 HRS	25 HOURS A WEEK
ORIENTATION	START DATES	END DATE	WEK
01/20/18	01/23/18	07/11/18	24
02/03/18	02/06/18	07/25/18	24
02/17/18	02/20/18	08/08/18	24
03/03/18	03/06/18	08/22/18	24
03/17/18	03/20/18	09/05/18	24
03/31/18	04/03/18	09/19/18	24
04/14/18	04/17/18	10/03/18	24
04/28/18	05/01/18	10/17/18	24
05/12/18	05/15/18	10/31/18	24
05/26/18	05/29/18	11/14/18	24
06/09/18	06/12/18	11/29/18	24
06/23/18	06/26/18	12/13/18	24
07/07/18	07/10/18	01/01/19	24
07/21/18	07/24/18	01/15/19	24
08/04/18	08/07/18	01/29/19	24
08/18/18	08/21/18	02/12/19	24
09/01/18	09/04/18	02/26/19	24
09/15/18	09/18/18	03/12/19	24
09/29/18	10/02/18	03/26/19	24
10/13/18	10/16/18	04/19/19	24
10/27/18	10/30/18	04/23/19	24
11/10/18	11/13/18	05/07/19	24
11/24/18	11/27/18	05/21/19	24
12/08/18	12/11/18	06/04/19	24

ADVANCED ESTHETICS		25 HRS	25 HOURS A WEEK
ORIENTATION	START DATES	END DATE	WEK
01/20/18	01/23/18	07/11/18	24
02/03/18	02/06/18	07/25/18	24
02/17/18	02/20/18	08/08/18	24
03/03/18	03/06/18	08/22/18	24
03/17/18	03/20/18	09/05/18	24
03/31/18	04/03/18	09/19/18	24
04/14/18	04/17/18	10/03/18	24
04/28/18	05/01/18	10/17/18	24
05/12/18	05/15/18	10/31/18	24
05/26/18	05/29/18	11/14/18	24
06/09/18	06/12/18	11/29/18	24
06/23/18	06/26/18	12/13/18	24
07/07/18	07/10/18	01/01/19	24
07/21/18	07/24/18	01/15/19	24
08/04/18	08/07/18	01/29/19	24
08/18/18	08/21/18	02/12/19	24
09/01/18	09/04/18	02/26/19	24
09/15/18	09/18/18	03/12/19	24
09/29/18	10/02/18	03/26/19	24
10/13/18	10/16/18	04/09/19	24
10/27/18	10/30/18	04/23/19	24
11/10/18	11/13/18	05/07/19	24
11/24/18	11/27/18	05/21/19	24
12/08/18	12/11/18	06/04/19	24

MAKEUP ARTIST		25 HRS	25 HOURS A WEEK
ORIENTATION	START DATES	END DATE	
01/20/18	01/23/18	07/11/18	24
02/03/18	02/06/18	07/25/18	24
02/17/18	02/20/18	08/08/18	24
03/03/18	03/06/18	08/22/18	24
03/17/18	03/20/18	09/05/18	24
03/31/18	04/03/18	09/19/18	24
04/14/18	04/17/18	10/03/18	24
04/28/18	05/01/18	10/17/18	24
05/12/18	05/15/18	10/31/18	24
05/26/18	05/29/18	11/14/18	24
06/09/18	06/12/18	11/29/18	24

06/23/18	06/26/18	12/13/18	24
07/07/18	07/10/18	01/01/19	24
07/21/18	07/24/18	01/15/19	24
08/04/18	08/07/18	01/29/19	24
08/18/18	08/21/18	02/12/19	24
09/01/18	09/04/18	02/26/19	24
09/15/18	09/18/18	03/12/19	24
09/29/18	10/02/18	03/26/19	24
10/13/18	10/16/18	04/09/19	24
10/27/18	10/30/18	04/23/19	24
11/10/18	11/13/18	05/07/19	24
11/24/18	11/27/18	05/21/19	24
12/08/18	12/11/18	06/04/19	24

BARBER CROSSOVER		20 HRS	20 HOURS A WEEK
ORIENTATION	START DATES	END DATE	
01/20/18	01/23/18	06/12/18	16
02/03/18	02/06/18	06/26/18	16
02/17/18	02/20/18	07/10/18	16
03/03/18	03/06/18	07/24/18	16
03/17/18	03/20/18	08/07/18	16
03/31/18	04/03/18	08/21/18	16
04/14/18	04/17/18	09/04/18	16
04/28/18	05/01/18	09/18/18	16
05/12/18	05/15/18	10/02/18	16
05/26/18	05/29/18	10/16/18	16
06/09/18	06/12/18	10/30/18	16
06/23/18	06/26/18	11/13/18	16
07/07/18	07/10/18	11/27/18	16
07/21/18	07/24/18	12/11/18	16
08/14/18	08/07/18	01/01/19	16
08/18/18	08/21/18	01/15/19	16
09/01/18	09/04/18	01/29/19	16
09/15/18	09/18/18	02/12/19	16
09/29/18	10/02/18	02/26/19	16
10/13/18	10/16/18	03/12/19	16
10/27/18	10/30/18	03/26/19	16
11/10/18	11/13/18	04/09/19	16
11/24/18	11/27/18	04/23/19	16
12/08/18	12/11/18	05/07/19	16