

Designs School of Cosmetology

SCHOOL CATALOG

July 1, 2018 thru June 30, 2019

Revised 02/22/2017

Main Campus:

2727 Buena Vista Drive #105
Paso Robles, CA 93446
Phone (805) 237-8575
Fax (805) 237-0639
www.designsschool.edu

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.

APPROVAL DISCLOSURE STATEMENT

Design's School of Cosmetology is a private institution located at 2727 Buena Vista, #105, Paso Robles, CA 93446 licensed through the Bureau for Private Postsecondary Education ("Bureau"). A license was issued when the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code. The license will remain in effect for up to four years at which time Design's School of Cosmetology was responsible to submit to renew the license to operate. Accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS).

The institution, Designs School of Cosmetology, does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq)

A student may receive a copy of Design's School of Cosmetology's accreditation by contacting Sharon Skinner, Owner, at 805-237-8575, or by email at sharon@designsschool.edu.

The following courses are available:

Cosmetology - 1600 hours
Manicuring - 400 hours
Cosmetician/Skin Care - 600 hours

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

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

The student must complete the requirements of the State of California, Department of Consumer Affairs, and Board of Barbering and Cosmetology to be eligible for the licensing examination. The address of the Board of Barbering and Cosmetology is, 2420 Del Paso Road, Ste 100, Sacramento, CA 95834. The telephone number is (916) 574-7570.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Kyle Balsdon, Director, in Paso Robles.

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
P.O. Box 980818 West Sacramento, CA 95798-0818, Sacramento, CA 95833, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897.

Any student or 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 www.bppe.ca.gov.

Any questions or unresolved complaints may be directed to:

National Accrediting Commission of Career Arts and Sciences (NACCAS)
4401 Ford Avenue Ste 1300
Alexandria, VA 22302
Telephone (703) 600-7600
Web: naccas.org

The primary method of disseminating consumer information to Design's School of Cosmetology students is through the following:

- A. Design's School of Cosmetology catalog
- B. Design's School of Cosmetology website
- C. Student information handouts

All information in the content of this school catalog is current and correct and is so certified as true by Design's School of Cosmetology. A prospective student can review this catalog on Designs School of Cosmetology website, or request a hard copy, prior to signing an enrollment agreement.

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Designs School of Cosmetology reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations and requirements at any time and without notice. Changes to information in the school catalog shall be updated annually by the institution. Changes made to catalog information prior to the annual update will accompany the catalog as supplements or inserts

Kyle Balsdon, Director, and Jason Skinner, Administrator, are designated as having the responsibility for distributing applications, forms and information to current and prospective students at Designs School of Cosmetology. Student Consumer Information is also located in the Director's office in each campus and the administrative office in the Paso Robles Campus. Prior to a student's first day of class, a student is given access to this information in a pre-enrollment meeting, and on the schools website at <http://www.designsschool.edu>.

Financial Aid Assistants, Jason Skinner, are dedicated to helping students find ways to finance their education. The financial aid staff is available to all enrolled students. They may be reached by calling the campus to schedule an appointment or they are available to enrolled students on a walk-in basis.

DESIGNS SCHOOL OF COSMETOLOGY

Is owned by a

Corporation

EXECUTIVE OFFICE

2727 Buena Vista Drive, Ste. 105

Paso Robles, CA 93446

Corporation:

Design's School of Cosmetology, Inc.

School Location:

2727 Buena Vista Drive #105

Paso Robles, CA 93446

Website: designsschool.edu

The Owner is: Sharon Skinner

MANAGEMENT AND STAFF – Man Branch

Director	Kyle Balsdon
Financial Aid	Jason Skinner
Instructor	Mandy McCutchen
Instructor	Jennifer Balson
Instructor	Christina Ulloa
Instructor	Stacy Hooper
Teaching Assistant	Grace Cordova

FACULTY

The faculty at Designs School of Cosmetology has been hired for their expertise in their particular field of beauty and wellness. Our faculty members are trained in the Designs School of Cosmetology methodology and understand the importance of both Theory and Practical Training that are necessary for a student to be successful in their program of study.

INTRODUCTION

Welcome to Designs School of Cosmetology. Thank you for selecting our school to assist you in obtaining your desired cosmetology training. You are now entering into a field of experience that will provide you the opportunity for a very profitable and successful future in the exciting world of Beauty.

Design's School of Cosmetology, Paso Robles, was founded by Sharon Skinner in June of 1997. This school is being established to provide a service to the community and to offer educational programs in the field of Cosmetology. With this in mind, we continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Instructors give "individual" as well as "class" instruction. This combination helps students to realize their goals. Each program of instruction upon completion will qualify the student for the California State Board of Barbering & Cosmetology licensing examination.

MISSION STATEMENT

At Design's School of Cosmetology, it is the objective to provide the student with the education necessary, to not only pass the licensing exam, but to be an asset to the profession of Cosmetology and to become a success in whatever area of Cosmetology the student desires. We place emphasis on how to be successful in the salon, and how to create the lifestyle that you desire. This means 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.

FACILITY

Design's a School of Cosmetology, is located in Paso Robles, California about 20 miles north of San Luis Obispo. Class sessions are held at 2727 Buena Vista Drive, Suite 105, Paso Robles, CA. The School is convenient for public transportation, freeway access and restaurants. We are within 1/2 mile of the I-101 interchange at the 24th Street exit. Plenty of parking is available in the immediate area. There is in excess of 7100 square feet, which will accommodate approximately 80 students at any one time. The interior of the School has been designed to reflect a professional atmosphere conducive to learning. The School is divided into three types of class areas. Traditional classrooms and Salon Services and Spa Services. Classrooms are equipped with TV/DVD media carts, overhead projectors, and course management material used for instruction. Classrooms have available work tables and chairs for student use. The schools clinic area is equipped with equipment used in professional salon and spas. Reference material related to the beauty industry (DVD's, Modern Salon styling guides, additional books) are available for student use in our media library. There is a student break room for lunches and the restrooms are centrally located in the center of the building. The building is equipped to facilitate the handicapped.

Designs School of Cosmetology does not provide housing to students but may be able to assist in researching suitable accommodations. According to apartmentguide.com, many rental opportunities are

available within 5 miles of each campus. Average 1 bedroom apartment rentals in Paso Robles, CA is \$848.

STATEMENT OF EDUCATIONAL GOALS AND OBJECTIVES

At Design's School of Cosmetology, it is the goal and objective to provide the student with the education necessary, to not only pass the licensing exam, but to be an asset to the profession of cosmetology with emphasis on how to be successful in whatever area of Cosmetology the student selects and how to create the lifestyle that the student desires.

In order to achieve this objective the School does the following:

- Maintain a skilled and qualified teaching staff.
- Provide the student with a comprehensive curriculum in the basics and advanced areas of cosmetology, manicuring and related subjects with emphasis on salon techniques.
- Teaches the value of professionalism including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset in both their chosen field and community.
- Conducts its business in an ethical and educational atmosphere that is a credit to the Cosmetology Industry.

ADMISSION REQUIREMENTS

Design's School of Cosmetology admits as regular students: high school graduates and holders of high school diploma equivalents. Enrolling student will need to submit documentation for one of the following educational attainments:

- High School Diploma
- High School Transcripts
- GED Certificate
- Home School Diploma
- High School Diploma from a Foreign Country. Evidence that verification was performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma

Design's School of Cosmetology does not accept Ability-To-Benefit (ATB) students for enrollment.

Students receiving VA benefits must provide school the student's discharge document DD-214 form and official transcripts with all previous postsecondary education and in a timely manner, not to exceed 25% of the program.

Students already attending or admitted to another school offering a similar program of study will not be recruited.

Designs School of Cosmetology does not admit a non-immigrant, foreign students. Designs School of Cosmetology does not provide visa services.

Designs School of Cosmetology has not entered into an articulation or transfer agreement with any other college or university.

For information on how to obtain a GED, a student may receive assistance from the below mentioned schools.

Paso Robles Adult School
810 Niblick Rd.
Paso Robles, CA 93447
(805) 237-3430

Vaccinations are not required for admission into our schools programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

TRANSFERRING CREDIT FROM ANOTHER SCHOOL

Students that want to transfer to our school who have attended another school may be granted their accumulated hours and procedures upon satisfactory proof of completed hours, theory hours and practical procedures. They must submit to the admissions an official school transcript with all previous postsecondary education and training from their prior school with an official signature. Maximum amount of hours that may be transferred from any other institution are as follows:

Cosmetology = 1200
Cosmetician/Skin Care = 150
Manicuring = 0

Students who transfer from another school system will be treated as a new Student in terms of making satisfactory academic progress.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Designs School of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Designs School of Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution. 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 Designs School of Cosmetology to determine if your certificate will transfer

DISABILITY POLICY

Designs School of Cosmetology accepts students with physical disabilities, students who are dyslexic, or students with a specific learning disability and our facility is adequate for their training. Students with

disabilities may request reasonable accommodations to satisfy admission requirements, course completion, or graduation requirements.

ENROLLMENT AND CLASS SCHEDULE

Enrollment should be completed prior to the desired start date. Students who enroll and complete the necessary papers earliest will receive priority for enrollment in the event their desired class is filled to a maximum of 25 students. The Campus' are open Tuesday through Saturday 8:30 a.m. to 5:00 p.m. Design's School of Cosmetology offers the following Enrollment Class Schedules.

1. 32 hours per week on an established schedule. (Full Time)

START DATES

Classes start every three weeks.

HOLIDAY AND EMERGENCY CLOSURES

The school is closed on Sundays, Mondays and the following Holidays:

New Years Day, July 4th, and the Thursday, Friday and Saturday of Thanksgiving week, Christmas Day and the day after. Holidays of all religious beliefs are respected and allowed. The school closes for a Friday and Saturday in the month of July to facilitate the attendance of all staff members at the Cosmetology Educators of America Conference. If the school must close for an emergency or other unexpected reason, students will be notified by phone and/or a notice posted on the front door explaining the reason for the closure and the date of re-opening.

GRADUATION AND LICENSING REQUIREMENTS

Students who maintain a 70% average, show competency in practical procedures, complete all required clock hours in both practical and theoretical training will be eligible for graduation. Upon graduation, a Certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, a student will qualify to take the required State Board Examination. The Board will set an examination date and issue a license to successful applicants.

FINANCIAL AID PROGRAM AVAILABILITY

Information about financial aid programs is available to those students attending Design's School of Cosmetology. The following publications are available in the Front End office or Admissions office.

- A. Design's School of Cosmetology school catalog (Admissions Office)
- B. Funding Your Education Booklet, published by US Department of Education (ED)
- C. Entrance Counseling Guide for Borrowers, published by ED
- D. Exit Counseling Guide for Borrowers, published by ED

The following are the programs that Designs School of Cosmetology participates in and are available to prospective and current students. The financial aid staff should have all of the

necessary information available for students to apply for any of the following types of financial assistance.

1. Pell Grant
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. Direct Loan (DL)
 - a. Subsidized
 - b. Unsubsidized
 - c. PLUS
4. Veterans Educational Benefits

FSEOG: Each award year, the school is allocated a specific amount of FSEOG funds. FSEOG is awarded based on the funding level and availability of funds at each school. Funds MUST be made available to students throughout the entire award year. There is NO GUARANTEE that every eligible student will be able to receive an FSEOG.

According to regulations published in the US. Department of Education Student Financial Aid Handbook, FSEOG must be available to disburse to needy students throughout the Award Year. The school is allowed to establish categories of students to be considered for FSEOGs as a means of administering its packaging policies. The school has defined its "first selection group" to be independent students with a zero EFC enrolled full time in an eligible program. The "second selection group" has been defined as dependent students with a zero EFC enrolled full time in an eligible program. The "third selection group" has been defined as Pell eligible with EFCs greater than zero who are enrolled full time in an eligible program. Funds must be disbursed to eligible students in the "first selection group" before funds may be disbursed to eligible students in the "second or third selection groups." If FSEOG funds are available, funds will be subsequently disbursed to these students based on the lowest EFCs. The dollar amount of funds to be awarded is left to the discretion of the school's Financial Aid Administrator. The school determines if the award is to be credited to your account or paid directly to you. There is no requirement to reserve funds for eligible students who have late applications.

FINANCIAL AID DISBURSEMENT INFORMATION

Financial aid is disbursed as a student completes their practical procedures, tests and attendance satisfactorily. Cosmetology students will normally receive disbursements at the beginning of their program and then again at 451, 900, and 1251 completed hours.

A student's financial aid funds are received at the school by an electronic transfer. It is then posted to the student's ledger and the student will be notified. If students are taking out loans over the cost of their school and for cost of attendance, they will be eligible to receive disbursements according to their satisfactory completion of practical procedures, tests and attendance. Students will receive these disbursements in the form of a check made payable to the student.

TERMS AND CONDITIONS OF STUDENT LOANS

Students have the ability to apply for Department of Education Direct Loans. Before receiving loans, students will complete a Master Promissory Note (MPN). A MPN is a binding legal document student's sign by which they agree to repay their loans. The MPN will also contain the Borrower's Rights and Responsibilities statement that explain the terms and conditions of the loans received. If the student

obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loans plus interest, less the amount of any refund, and that if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Students have certain rights and responsibilities relating to the financial aid process.

You have a right to know:

1. What financial aid programs are available.
2. What the application procedures and deadlines are.
3. How financial need is determined.
4. How and when you will be paid.
5. How much of your financial need has been met.
6. What type(s) of aid you have been awarded.
7. The satisfactory progress standards policy.
8. How to appeal decisions relating to your financial aid.

Your responsibilities include:

1. Completion of all application forms accurately and on time.
2. Submission of all additional requested documentation.
3. Reviewing and understanding all forms and procedures prior to enrollment.
4. Enrollment into an eligible program.
5. Reading, understanding, and accepting responsibility for all forms and agreements you sign.
6. Notifying Designs School of Cosmetology of any changes in your marital and income status.
7. Notifying Designs School of Cosmetology if your address or enrollment status changes.
8. Notifying any lender with which you have a loan of any changes in your address or enrollment status.
9. Repayment of any loan amount received while attending Designs School of Cosmetology.
10. Maintaining satisfactory progress while enrolled at Designs School of Cosmetology

STUDENT LOAN DEFERMENT

Loan deferment refers to postponing the repayment of your loan. Federal Direct, Stafford and Perkins loans allow you to defer your repayment if you are enrolled at least half-time in school. Other deferment options can be pursued in cases of unemployment, severe economic hardship, etc. You must apply for a deferment with your lender. During the deferment period, if you have a subsidized loan, the federal government pays the interest charges. If you have an unsubsidized loan, you are responsible for the interest that accrues during the deferment period. You can still postpone paying the interest charges by capitalizing the interest, which increases the size of the loan. You can't get a deferment if your loan is in default.

EMPLOYMENT REFERRAL AND STUDENT SERVICES

Design School of Cosmetology does not guarantee employment or placement. Law prohibits any school or Academy from guaranteeing employment as an inducement to entering school. A referral service is maintained of employment opportunities for licensed graduates of Designs School of Cosmetology. Graduates or Alumni may make an appointment with the Registrar to discuss the employment opportunities available. Every effort is made to help the graduate obtain employment. The school has incorporated

employment skills such as resume writing, professional appearance guidelines, job referrals, and follows up in its educational program. The school offers career, academic and individual advisement to all students. Advisement sessions are regularly scheduled but students may request advisement at any time.

The school also maintains a Website (BeautyLeap.com) to facilitate a community board for students, licensees and salons to post help/work wanted.

LEARNING RESOURCES

Supplementary instructional resources are available to the students through online learning modules that are accessible either from their personal computers or through the computers that are available for student use in the theory classroom. Additional hard copy and CD/DVD instructional materials are also available in the theory classroom. Resources are available to students at any time during school hours. Items are only intended for on-site usage due to limited supplies.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of violating any of a copyright owner's exclusive rights granted by the federal Copyright Act. Copyright infringement is against the law and is prohibited at this school. Willful copyright infringement can also result in criminal penalties of up to five years and fines of up to \$150,000 per offense.

ADVISEMENT

Any student may request individual advising regarding progress at any time during the course. Students must maintain a C average on exams and practical work in order to successfully progress through the course. Should the student be in need of additional academic assistance, they may return to the freshman classroom at no additional charge for as long as they feel the need for assistance.

CANCELLATION AND SETTLEMENT POLICY

Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student, or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the documented expected date of return.

If the school is permanently closed, an effort will also be made to encourage an Approved school in closest proximity to provide the remaining instructional hours to the student at cost not to exceed the balance of their existing contract obligations.

If a course is cancelled subsequent to a student's enrollment, the school shall:

- A. Provide a full refund of all monies paid; or
- B. Provide completion of the course.

DENIED ADMISSION

If a student is declined admission, the school shall:

- A. Provide a full refund of all monies paid.

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 seven days after starting the class. 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 days in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: _____
Date

2. Cancellation may occur when the student provides a written notice of cancellation. 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 within seven days after starting class the school will refund the student 100% any money he/she paid for institutional charges, less a registration or administration fee not to exceed \$250, and less any deduction for equipment not returned in new condition, within 45 days after the notice of cancellation is received.

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 in the current enrollment period in your program through the last day of attendance. The refund will be less a registration and withdrawal fee not to exceed \$250.00, and less any deduction for equipment not returned in new condition, within 45 days of withdrawal.

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 student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- 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 School.
- Unofficial withdrawals are determined by the school through monitoring students hourly attendance at least every thirty (30) days.

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, or actual hours if greater, prior to withdrawal. Extra costs that are not included in the tuition cost are books, equipment and materials, student tuition recovery fund fee, and registration fee.

A student returning from more than a 30 day withdrawal will be charge a re-entry fee of \$175.00 and the tuition rates current at the time of the re-entry will apply to the balance of training hours needed for the student.

If the program is cancelled subsequent to student's enrollment, but before student started class attendance, the school shall provide student with a full refund of all monies paid by Student or provide alternative means for the Student's completion of the program.

If the school cancels a program or permanently closes and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall provide a completion of the course and/or program; or provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

Once the school has determined that a student has withdrawn, an institutional refund will be completed. If the student is receiving Financial Aid (Title IV Funds) a Title IV Return of Funds (R2T4) calculation will be completed first. Any unearned funds will be returned to the Department of Education.

Any unearned funds will be returned to the Department of Education. The order in which Title IV funds will be as follows: Federal Direct Plus Loan, Federal Direct Unsubsidized Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Pell Grant Program, Federal SEOG Program, Other Federal and State Programs, Institutional or Agency Programs.

If student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If student defaults on a federal or state loan, both the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- The student may not be eligible for any other government financial assistance at another institution until the loan is repaid

Once a student has graduated and has gone into repayment the Direct Stafford Loan has the ability to defer payments should a student need for the following reason: continuing their education (at least half-time at a postsecondary school), studying an approved graduate fellowship program or an approved rehabilitation training program for the disabled, inability to find full time employment (up to 3 years), economic hardship (includes the Peace Corp)maximum 3 years, engages in service listed under discharge/cancellation conditions and Active Military Duty while borrow is on active duty during a war or other military operation or national emergency and if the borrower was serving on or after Oct 1, 2007, for an additional 180 day period following the demobilization date for the qualifying service.

PROGRAM CANCELLATION POLICY

If the start of a program needs to be delayed or cancelled, the School will work with the Student to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

STUDENT COMPLAINT PROCEDURE

If a student should have a complaint that cannot be resolved with their instructor, they may file a written complaint. The student may give the complaint to any personnel on staff. The complaint will then be given to the Director. They will be available Tuesday through Friday between 10:00 a.m. and 3:00 p.m. The Director will investigate interview and review documents that may relate to the complaint. The facilities directors then will notify the student in writing of the complaint disposition. The complaint will be recorded, a summary of the complaint and its disposition, then logged in the complaint file. Any student that has been affected by the same or similar incidences will be provided a remedy. Any student that does not feel that their complaint has considered fairly and in a timely manner may appeal to:

National Accrediting Commission of the Career Arts & Sciences
4401 Ford Avenue, Ste 1300
Alexandria, VA 22302
Phone: (703) 600-7600
Website: naccas.org

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

Bureau for Private Postsecondary and Vocational Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (888) 370-7589
Website: bppve.ca.gov

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress(SAP) Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The 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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1250, 1600 (actual) hours
Cosmetician/Skin Care	150, 300, 450, 600 (actual) hours
Manicuring	200, 400 (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluation periods are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students not meeting the requirements for satisfactory progress will be provided a written notice of their standing at the time of evaluation. A copy of students' evaluations are made available in the administrative office. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% 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.

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 32 hrs/wk) - 1600 Hours	75 Weeks	2400
Cosmetician/Skin Care (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Manicuring (Full time, 32 hrs/wk) – 400 Hours	20 Weeks	600

If, due to attendance or academic problems, a student must attend additional Program hours beyond the 150% Maximum Program Length in order to complete the Program, the students Enrollment Agreement will terminate.

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

Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade accumulative average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
75 - 79	SATISFACTORY
74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not meeting the minimum requirements may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

PROBATION

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

plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

STUDENTS RECEIVING TITLE IV FUNDS

Students who are receiving Title IV funds and who have not achieved satisfactory progress at the end of the probationary period in either academic or attendance will not be eligible for **Title IV** aid until satisfactory progress has been achieved. Once federal monies have been terminated the balance of the tuition owed is the responsibility of the students.

ATTENDANCE POLICY

Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons. All excused absences are to be substantiated in writing and are at the discretion of the school Administration. All other absences will be considered unexcused. If you have a special event to attend, it will be excused with a two-week notice.

MAKE-UP WORK OR CLASS MISSED

To make-up work or classes that you missed, check the Class Schedule for the next date class will be given and request permission from the Director or Supervising Instructor to attend. Full time students are required to complete a minimum of 21 hours per week. Part Time Students are required to complete a minimum of 15 1/2 hours per week to be considered meeting Satisfactory Attendance Progress.

TARDY TO CLASS

Any student late for Theory Class will not be permitted to enter the classroom. Students may not attend school if they have not arrived on time. Exceptions may be made for extenuating, unforeseen circumstances.

LEAVE OF ABSENCE

Designs School of Cosmetology recognizes that over the course of enrollment it may be necessary to take a short break from training for a variety of reasons. Students should confer with their administrative office to determine if they are eligible for a leave and what impact taking a leave will have on their program. The student's administrative office will assist the student in requesting a leave of absence and determining what supporting documentation, if any, is required to approve the leave.

NOTIFICATION

Any student needing to take a leave of absence must provide in advance, in writing, his or her administrative office notice if the need for the leave is foreseeable. Written notice must include the reason for the student's request and include student's signature. If the written notice for Leave of Absence is approved, an enrollment addendum form must be signed and dated by all parties. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. If notice is not provided and the reason for the leave was foreseeable, the leave could be delayed up to 30 days.

Where unforeseen events occur that require a personal or extenuating circumstance leave, students must give notice as soon as practical, but no longer than 7 days after the event leading to the need for leave occurs. To request a leave, the student must contact his or her administrative office who will explain impact on the enrollment agreement and prepare the form for the student to sign via on-site or mail. Student will need to provide an estimated return date to expect at the end of the leave of absence.

A student may request leave of absence when a break from school is greater than 21 calendar days. The maximum time for leaves cannot exceed 180 calendar days in any 12 month period.

STUDENT LEAVE OF ABSENCE

- Scheduled hours will not be accumulated
- Institution may not assess the student any additional institutional charges as result of the Leave of Absence
- The leave will not affect the student's satisfactory progress status
- The student's maximum timeframe for course completion and enrollment agreement end date will be extended by the number of calendar days of the leave
- Refund calculation will not be performed at that time because student is not considered withdrawn.
- The student will be informed as to when he or she is scheduled to resume training
- The student will return to school with the same academic and attendance status held prior to the leave
- Failure to return from a leave of absence on the scheduled date will result in immediate termination from school. Students withdraw date would be their last day of attendance.

STUDENT'S RESPONSIBILITY UPON RETURN FROM LEAVE

The student will return to school from a leave of absence on the return date specified on the Leave of Absence Request form. A student who wishes to extend or shorten the scheduled leave of absence must contact the administrative office at least two business days prior to the originally scheduled return date or desired new return date.

CHANGE OF CLASS STATUS

If a student finds they are unable to attend their scheduled hours (full or part time) they must request a change of status/schedule from the Director prior to attending more or less hours and/or a different schedule. The new schedule must be approved by the administrative staff.

COURSE WITHDRAWAL

A student has the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund within 30 Days following the student's withdrawal. The student withdraws prior to completing the program he or she is enrolled in, a refund will be calculated for the unused portion of the tuition. The cost of the supplies issued and equipment is no longer refundable due to sanitary reasons and/or poor condition. A student not in attendance shall be considered withdrawn as of the 14th school day of non-attendance. Student transcripts are kept indefinitely.

WITHDRAWAL AND RE-ENTRY POLICY

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the Director prior to being absent ten (10) school days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by student and Director then it will be granted and the student may return to school within six months of the students last day of attendance, providing all fees and charges, per refund policy, have been paid for the current

enrollment. The total tuition charges appearing on the original enrollment agreement (contract) will be honored, and any credits due student will be applied to new enrollment agreement for re-entry. No credits for hours or operations will be lost. If student does not return within six months of his/her last day of attendance this policy will not apply. Unless prior arrangements are made, the school will be responsible for storing their equipment for 30 days. .

If a student returns after six months from last day of attendance the policy for "Students Transferring FROM another Cosmetology School" will apply.

Students who withdraw or are terminated and seek to re-enter into the school shall similarly have the same satisfactory progress status as he or she had at withdrawal or termination. If the student was not meeting satisfactory progress, he shall initially be placed on probation for one month at re-enrollment.

ENGLISH AS A SECOND LANGUAGE

Design's School offers classes in English only. At this time Designs School of Cosmetology does not offer English as a second language.

Student must show English language proficiency. A copy of high school diploma or the equivalent will be acceptable in showing English language proficiency.

NON – DISCRIMINATION POLICY

Design's School of Cosmetology does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in its educational programs, which it operates, and is prohibited, from such discrimination by law. This practice of non-discrimination also extends to employment by the school and the administration of students to programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as part of the school policies.

DISCLOSURE OF EDUCATIONAL RECORDS

Students and parents or guardians of dependent minors have the right to inspect, review and challenge information contained in their education records. Educational records are defined as files, materials, and documents which contain information directly related to a student that is maintained by the institution. Written consent is required each time a review is requested before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Any inquiries or complaints regarding the above should be directed to the owner of the school, or authorized representative. It is asked that a twenty-four hour notice be given to management by anyone wishing to inspect educational records. All inspection of records must be Cosmetology, Cosmetician/Skin Care, and Manicuring related subjects with emphasis on salon techniques done under supervision of school management. We do not publish a student directory. A record of student's hours and progress will be kept indefinitely. Student files will be retained for five (5) years.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

If you are the parent of a student under 18 years old or tax dependent, or if you are a student 18 years or older, you should know that the privacy of your child's (or your) school records is protected by a federal – the Family Educational Rights and Privacy Act of 1974 (FERPA). The FERPA gives certain rights to parents regarding

their children's educational records. These rights transfer to the student or former student who has reached the age of 18 or is no longer tax dependent attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. The school must have written permission from the parent or eligible student before releasing any information from a student's record for each third party request. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have need-to-know; certain government officials in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations doing certain studies for the school; accrediting organizational, individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974. The school may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, and dates of attendance to those who have a legitimate need to know. You may, however, request in writing that the school not disclose any or all of this information before publishing.

CAREER CONSIDERATIONS

A person wanting to become a professional in these fields must:

- Have finger dexterity.
- Enjoy dealing with the public.
- Keep abreast of the latest fashions.
- Work long hours to earn desired income.
- Learn the skills necessary to operate a personal business.

Condition a student should be aware of:

- Work can be arduous and physically demanding with periods of long standing over a chair, facial bed or nail station.
- A personal investment may be required for advertising and promotions.
- There is exposure to various chemicals and fumes which may cause allergic reactions or be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective performance in the industry.
- Methods of compensation vary and may include straight salary, salary + commission, straight commission, sliding scale commission, hourly, retail commission or independent contracting.

NACCAS JOB DEMAND SURVEY

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey.

The 2007 Job Demand Survey results indicate that salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 69% of California salon owners who attempt to hire new employees in 2006 said they were unable to find properly trained applicants. This means jobs would be immediately available for salon professionals.

As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40% of saloons in the state are employer-owned, and 29% are booth-rental salons. The other 31% are a combination of the two.

49% of California salons are classified by their owners as full-service salons; 20% are listed as haircutting salons. Barbershops make up 13% of the total. Naturally, 58% of the salons are listed as full-service, meaning that California has a higher percentage of specialized establishments.

COMPLETION, PASS AND PLACEMENT RATES

As documented in our 2016 NACCAS Annual Report is as follows:

Of the students that were scheduled to graduate in 2016, 77.19% of them completed.
 Of the students that took the State Board Exams in 2016; 74.62% passed practical and written tests.
 Of the students that graduated in 2016; 61.83% of them were placed in the field.

Retention rate for first time, full time students is 89%.
 Percentage of first time, full time students who transfer is 6%.

STUDENT BODY DIVERSITY

This is all full-time students who received Pell Grants and is reported by percentage of gender and by percentage of race/ethnicity within each gender classification. Race/ethnicity identification is reported at the option of the student. The data provided below is based upon students enrolled in the Fall 2009 academic term.

	Gender %	% of Gender
Female	96%	
Hispanic/Latino		31%
Black or African American		4%
Native Hawaiian/Pacific Islander		4%
Caucasian		62%
Male	4%	
Black or African American		100%

OTHER SCHOOL POLICIES

All other School Policies and information will be given to the prospective student during the Admissions Interview. These policies and information include but are not limited to:

1. Disclosures regarding Cosmetology as a Career
2. Cancellation Notice
3. Refund Examples
4. Complete Kit List
5. A tour of the school.

6. Satisfactory Academic and Attendance Policy
7. Withdrawal and Re-Entry Policy
8. Policy for Transfer Students
9. Privacy Act
10. Graduate and Placement Rates
11. Dates for Evaluation, Counseling and Progress Reports
12. Notice of Student Rights
13. Course Outline and Class Schedule
14. Complete Kit List
15. Drug Abuse Prevention Policy

TUITION AND FEES

Paso Robles Campus
COSMETOLOGY COURSE (SOC# 39-5012)

Registration Fee: \$175.00*

Tuition: \$15,600.00

STREF Fee: \$0.00

Equipment and Materials: \$1426.20**

Books: \$223.80**

Total: \$17,425.00***

COSMETICIAN/SKIN CARE COURSE (SOC# 39-5094)

Registration Fee: \$175.00*

Tuition: \$7,350.00

STREF Fee: \$0.00

Equipment and Materials: \$275.00**

Books: \$350.00

Total: \$8,150.00***

MANICURING COURSE (SOC# 39-5092)

Registration Fee: \$175.00*

Tuition: \$2,375.00

\$ STREF Fee: \$0.00

Equipment and Materials: \$250.00**

Books: \$200.00

Total: 3,000.00***

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

*Non-refundable fee if student withdraws

** Equipment, once opened, cannot be returned and is non-refundable due to sanitary reasons.

***Payment arrangements can be made with the school to fit the student's needs within reason. Failure to keep contracted payment arrangements will constitute breach of contract and will result in immediate dismissal.

ADDITIONAL CHARGES

Any student who does not complete a course within the allotted contract enrollment period will be charged \$50.00 for each day required for completion. Exceptions will be made for approved Leaves of Absence or changes of Status. Leaves of absence or changes in status are approved upon written request of the school for extended illnesses of the student; birth, death in the student's family or for other reasons deemed legitimate by the school and which can be substantiated in writing. Normal enrollment periods provide adequate allowance for limited excused absences.

STUDENT TUITION RECOVERY FUND

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 programs 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 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 material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

ADDITIONAL COST CONSIDERATIONS

Below is an estimate of how much money will be required for reasonable expenses while attending school. Most people, when budgeting for school, look at the tuition and assume that tuition is more or less the cost to attend our school, when the reality is that tuition may be as little as 50% of the overall budget. Here are some sample additional expenditures of attending school.

Cost of Attendance: Independent					
Cosmetology (1-900 Hours) Cosmetician/Skin Care (600 Hours)		Cosmetology (901-1600 Hours)		Cosmetology (901-1600 Hours)	
7 Months		5 Months		5 Months	
Room & Board	\$6839.00	Room & Board	\$4885.00	Room & Board	\$4885.00
Transportation	\$1043.00	Transportation	\$745.00	Transportation	\$745.00
Personal	<u>\$1540.00</u>	Personal	<u>\$1100.00</u>	Personal	<u>\$1100.00</u>
Total	\$9422.00		\$6730.00		\$6730.00

Cost of Attendance: Dependent					
Cosmetology (1-900 Hours) Cosmetician/Skin Care (600 Hours)		Cosmetology (901-1600 Hours)		Cosmetology (901-1600 Hours)	
7 Months		5 Months		5 Months	
Room & Board	\$2401.00	Room & Board	\$1965.00	Room & Board	\$1965.00
Transportation	\$1043.00	Transportation	\$745.00	Transportation	\$745.00
Personal	<u>\$1540.00</u>	Personal	<u>\$1100.00</u>	Personal	<u>\$1100.00</u>
Total	\$4984.00		\$3810.00		\$3810.00

SCHOOL GUIDELINE AND DISCIPLINARY ACTION

IMMEDIATE WITHDRAWAL

1. Theft.
2. Clocking in for school and not being found on campus.
3. Altering or forging time cards.
4. Use of drugs or alcohol in the school
5. Causing extreme or will full disruption of school.
6. Physical abuse of another person.

INSTRUCTOR'S IMMEDIATE CLOCK OUT

1. Leaving school without permission of instructor.
2. Failure to have proper equipment when needed.
3. Use of foul language, ethnic, racial or sexual slurs.
4. Receiving personal services without instructor's permission.
5. Gossiping or causing discord in the school.
6. Smoking outside of designated areas.
7. Refusing to perform an assignment, patron or otherwise.
8. Removing time cards from the school premises.
9. Using product or performing services not on patron ticket.
10. Modifying customer or services without consulting instructor.
11. Being in school under the influence of drugs or alcohol.
12. Not wearing required smock and/or name tag.

GROUNDS FOR STUDENT ADVISORY

1. Late to class or clinic 3 times within 30 days. (15 min. or more).
2. Failure to clock in or out properly.
3. Failure to take lunch break at proper time.
4. Absences will be considered unexcused unless the Instructor has been notified prior to the absence.
5. Unsatisfactory Attendance/Academic Progress.

GENERAL

1. After three Student Advisories the student can be dismissed.
2. These guidelines are not all inclusive, as there are other student violations that may require action of the school.

These guidelines may be revised at anytime. They will then be posted on the bulletin the student board.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the case of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or clients occurring on either campus where it is deemed necessary to close

by the School Director and Director of Education, the following evacuation procedure would be implemented:

- The Institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- The process used to confirm that there is a significant emergency, determine who to notify, determine the content of the notification and initiate the notification system is as follows:
 - Situation will be assessed by the School Director, or in their absence, the Director of Education at either location or responsible Administrative personnel who will then advise Director. Should this be determined as a significant emergency, a call will be made to 911, the local police and/or fire department. Determination will be made relative to characteristics of emergency as to whether students, staff, and clients will be evacuated or directed to protected areas of the building.
- The names and titles of the persons and organizations responsible for carrying out this process are:
Jason Skinner - Administrator
Kyle Balsdon - Director
- The procedure for disseminating emergency information to the larger community is by advising the local police and or fire department once the responsible parties have made this determination.
- Testing of the preceding emergency response and evacuation procedures will be performed on at least an annual basis and include the publicizing of the procedures taken. Documentation of this exercise including date and time performed and whether announced or unannounced will be completed immediately following testing.
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DRUG AND ALCOHOL POLICY

Design's School of Cosmetology is a private proprietary postsecondary training school. School policy requires compliance with the Drug Free Schools and Communities Amendments of 1989 (a Federal Law). The school has adopted the following drug and alcohol prevention program.

Design's School of Cosmetology forbids the use, possession; distribution, sale or manufacture by a student or employee of alcohol for illicit drugs anywhere on school property or during any school authorized campus activity. Students or employees in violation of state, federal or local regulations with respect to illegal drug or alcohol use may be subject to both criminal prosecution and campus disciplinary action.

Legal

Any student or employee convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of drugs or alcohol is subject to criminal penalties under local state or feral law. These penalties will vary in severity from a fine and/or a jail sentence as set forth by the local, state and federal law. The exact penalty depends upon the nature of severity of the individual offense.

School Policy

Possession, use sale or manufacture of alcohol or illegal drugs in any amount by a student on school property or at a school-authorized activity will result in disciplinary probation, suspension or termination. The severity of the sanction depends upon the nature and severity of individual offense.

Definition of Student Policy

Disciplinary Probation: A specified period of time in which a student is advised in writing of probable suspension or termination for future violation of this policy.

Suspension: Temporary interruption of training for a specified period of time, with the student advised in writing of probable termination for future violation of this policy.

Termination: Dismissal for an indefinite period of time; usually a permanent dismissal from the school. Condition of appeal of termination is outlined in the school catalog.

Definition of Employee Policy

Possession, use, sale or manufacture or furnishing a minor with alcohol or illegal drugs in any amount by an employee on school property, or at a school authorized activity will result in suspension or dismissal depending on the nature and severity of the violation.

Suspension: Unpaid interruption of employment for a specified period of time with the employee advised in writing of probable dismissal for future violation of this policy.

Dismissal: Termination of employment with the employee notified in writing that he/she is ineligible for rehire by the school at any time in the future.

**These policies are in addition to any criminal penalties, which may be imposed by the judicial system. Students, employees are subject to both student and employee policy.

Suspension: Unpaid interruption of employment for a specified period of time with the employee advised in writing of probable dismissal for future violation of this policy.

Dismissal: Termination of employment with the employee notified in writing that he/she is ineligible for rehire by the school at any time in the future.

**These policies are in addition to any criminal penalties, which may be imposed by the judicial system. Students, employees are subject to both student and employee policy.

Health Risks

Substance

Effects

Alcohol (at .08 Blood alcohol and above)

Impaired motor abilities, reduces judgments: sleepiness; increase sexual desire but reduces ability to perform; nausea; vomiting; liver disorder, Alcoholic Hepatitis, Alcoholic Cirrhosis; cancer of the mouth, tongue, throat esophagus, liver breast; fetal alcohol syndrome (most common symptom is mental retardation).

Cannabis, Marijuana, Hash, Hash Oil, THC

Diminished: short term memory, motivation, cognition coordination, oral communication and reaction time; anxiety and panic reaction; damaged lungs and respiratory system; carcinogenic elements in smoke.

Cocaine (Includes Crack)	Increased likelihood of risk taking: seizures; sleeplessness, paranoia, irregular heartbeat, can cause sudden death by stroke or heart failure even in your users, cocaine psychosis (paranoia and hallucinations) ulceration of mucous membranes in nose; sexual dysfunction; during pregnancy: severe physical and emotional problems to babies.
Depressants, Tranquilizers, Barbiturates, Methaqualone	Dangerous effects when mixed with alcohol; calmness and relaxed muscle; slurred speech, staggering gait, loss of motor coordination; altered perception; respiratory depression which can result in coma or death; disruption of normal sleep cycle; tolerance develops severe withdrawal symptoms; physical and psychological dependence; during pregnancy; birth defects and brain tumors in children.
Stimulants (excluding Cocaine)	increased heart and respiratory rates; elevated

Drug Counseling, Rehabilitation, and Assistance Programs

San Luis Obispo County Drug and Alcohol Services, (Atascadero, CA)
 San Luis Obispo Drug & Alcohol, (San Luis Obispo, CA)

Campus Crime, Sexual Assault and Sexual Harassment Policy

Design's School of Cosmetology is a private proprietary post-secondary school. School policy requires compliance with the Campus Security Act of 1990 and the Campus Security Act of 1998 (Federal Law). The school has adopted the following Campus Crime and Sexual Harassment Policy. This policy applies to all students, employees and campus visitors.

Campus Crime Policy Responsibilities/Procedures

All employees and students are required to file a written incident report for all crimes and unsafe incidents occurring on campus, to the Director of Education within 24 hours of the incident. Incident report forms are available in the drawer at the front desk or in the administrative office. All students and employees will be notified via memo if Management considers any incident to be a threat to campus safety. The annual crime disclosure report will be prepared from reports, along with annual reports from the local police. The Director of Education bears the responsibility of campus notification when warranted. The president bears the responsibility for the annual Crime and Security Report.

Campus hours of operation are Tuesday through Saturday 8:30 a.m. to 5:00 p.m. Someone from Administration is in the building and in charge of security during all hours of operation. Although no school employees are authorized to make an arrest, all Administration personnel are trained in the accurate and prompt reporting of any crime to the Paso Robles Police Department or Pleasanton Police Department.

The campus Crime Policy is distributed to all students and employees not later than October 1st each year. The school drug and alcohol policy is also distributed to all students and employees no later than October 1st.

All staff members including faculty must be cognizant of crime prevention and security procedures. At a minimum, staff members are responsible for:

1. Assuring all possessions are stored securely and all office and classrooms are locked when unattended.
2. Immediately reporting suspected criminal activity to Administrative personnel. All staff members are trained to follow up the verbal report with a completed written incident report as soon as possible.
3. Acting in a responsible and cautious manner when observing criminal activity. The personal safety of student and staff members must be everyone's primary concern. Therefore, staff members must not confront, antagonize or attempt to apprehend suspected criminals. They should, however, try to observe and remember the description of the suspect and to cooperate with the law enforcement officials in an attempt to identify all perpetrators.

CAMPUS CRIME REPORTS

Paso Robles, CA Campus

Criminal Offenses - On Campus

Criminal Offense	Total occurrences On campus		
	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property

Criminal Offense	Total occurrences On Public Property		
	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses - Non-forcible	0	0	0

Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Pleasanton, CA Campus

Criminal Offenses - On Campus

Criminal Offense	Total occurrences On campus		
	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property

Criminal Offense	Total occurrences On Public Property		
	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0

Motor vehicle theft
Arson

	0		0		0	
	0		0		0	

Cosmetology Disclosure/Class Outline

The Curriculum for the cosmetology course shall consist of sixteen hundred (1600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

Educational Objectives: Upon completing this program the student will qualify to take the state board exam for licensing. Types of employment with a Cosmetology license include Hairstylist, Color/Chemical Specialist, Cosmetician/Skin Care (Esthetician) Specialist, Manicurist, Salon Owner, Retail Sales and Manufacture Educator/Representative. The license would also enable you employment for Cosmetician/Skin Care and Manicuring jobs. Along with this license and three years of experience in the salon industry you could also qualify to be an instructor.

Hours: Full Time - Tuesday - Saturday 8:30am - 5pm

Text: Milady's Standard Cosmetology Textbook, Theory Workbook for Milady's Standard Cosmetology, Practical Workbook for Milady's Standard Cosmetology, Exam Review for Milady's Standard Cosmetology

At Design's School it is our goal to provide the student with the education necessary to not only pass the licensing exam, but to be an asset to the profession of Cosmetology and to become a success in whatever area of Cosmetology the student desires. The students will be provided with Milady Textbooks. All necessary equipment (listed in our Kit List) will be provided. Redken, Dermalogica and OPI products will be supplied.

Students are examined regularly in academic and practical work. Reference materials will be kept in the classrooms and available to check out with the approval of the instructor. Marking and grading are as follows:

Written Exams: Practical Work:

90 - 100%	=	A	Excellent	90 - 100%	=	A	Excellent
80 - 89%	=	B	Good	80 - 89%	=	B	Good
75 - 79%	=	C	Fair	75 - 79%	=	C	Fair
Below 75%	=	F	Failing	Below 75%	=	F	Failing

Technical instruction shall consist of demonstrations, lectures, classroom education, participation or examination. (Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.) Such technical instruction and practical operations shall include:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Total Hours of Study
The Barbering and Cosmetology act and the Boards Rules and Regulations.	20		20
Chemistry			

Cosmetology Chemistry - To include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Also including the elementary chemical makeup, chemical skin peels. Physical and chemical changes of matter.	20		20
Health and Safety/ Hazardous Substances			
Health and Safety/Hazardous Substances - To include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/Aids and Hepatitis B.	20		20
Electricity			
Theory of Electricity in Cosmetology - To include the nature of electrical current, principles of operating electrical devices and the various safety precautions sued when operating electrical equipment.	5		5

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Total Hours of Study
Disinfection and Sanitation			
Disinfection and Sanitation - To include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	10	25
Bacteriology, Anatomy and Physiology	15		15
Wet Hairstyling			
Wet Hair Styling -To include hair analysis, shampooing, fingerwaving, pin curling and comb-outs.	25	200	345
Thermal Hair Styling			
Thermal Hair Styling - To include hair analysis, straightening, waving, curling with hot combs and hot curling irons and blower styling.	20		20
Thermal Styling	20	40	90
Press and Curl		20	30
Permanent Wave - To include hair analysis, chemical and heat permanent waving,	20	80	240

Chemical Straightening - To include hair analysis and the use of sodium hydroxide and other base solutions.	20	25	80
Haircutting			
Haircutting - To include hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.	20	80	140
Haircoloring and Bleaching			
Haircoloring and Bleaching - To include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching and the use of dye removers. Shall not include any credit for color rinses.	40		40
Haircoloring		50	125
Bleaching		20	45
Scalp and Hair Treatments			
Scalp and Hair Treatments - To include hair and scalp analysis, scientific brushing, electric and manual scalp manipulations, and other hair treatments.	5	20	25
Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Total Hours of Study
Facials			
Manual - To include cleansing, scientific manipulations, packs and masks.	5	10	25
Electrical - To include the use of electrical modalities, including dermal lights and electrical apparatus, for facials, and skin care purposes; however, machines capable of producing and electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.	5	15	35
Chemical - To include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the nonliving, uppermost layers of facial skin, known as the epidermis, may be removed and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.	10	15	40
Eyebrow Arching and Hair Removal			
Eyebrow Arching and Hair Removal - To include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.	10	15	25
Make-up			

Makeup - To include skin analysis, complete and corrective makeup, lash and brow tinting and the application of false eyelashes.	15	10	35
Manicuring			
Water and Oil Manicure - Including nail analysis, hand and arm massage.	5	15	35
Complete Pedicure - Including nail analysis, foot and ankle massage.	5	10	25
Artificial Nails Acrylic: liquid and powder brush-on.	10	50 Nails	27.5
Artificial Nail tips	10	50 Nails	27.5
Nail Wraps and Repairs	5	20 Nails	20
Also provided will be training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping and the client service record cards. Including personal & business development: cycle of change, core values, vocabulary, building clientele, maximizing-clientele, retailing, & referrals, goal setting and business planning.	20		20
There will be no credit given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.			
Total Hours			1600

Cosmetician/Skin Care Disclosure/Class Outline

The Curriculum for the Skin Care Course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetician/Skin Care pursuant to Section 7316 of the Barbering and Cosmetology Act.

Educational Objective: Upon completing this program the student will qualify to take the state board exam for licensing. With this license you will be able to practice any and all Cosmetician/Skin Care procedures done in a license salon or spa including facials, body wraps, make-up artist, assisting in skin care procedures in a doctor's office, micordermabrasion, Retail Sales, Manufacture Educator/Representative.

Hours: Full Time - Tuesday - Saturday 8:30am - 5pm

Text: Milady's Standard Esthetics Textbook, Workbook for Milady's Standard Esthetics, Milady's Standard Student CD for Esthetics, Exam Review for Milady's Standard Esthetics, Milady's Student Reference for Anatomy & Physiology, 1st Edition

At Design's School it is our goal to provide the student with the education necessary to not only pass the licensing exam, but to be an asset to the profession of Esthetician and to become a success in whatever area of Skin Care the student desires. The students will be provided with Milady Textbooks. All necessary equipment (listed in our Kit List) will be provided. Dermalogica products will be supplied.

Students are examined regularly in academic and practical work. Reference materials will be kept in the classrooms and available to check out with the approval of the instructor. Marking and grading are as follows:

Written Exams: Practical Work:

90 - 100%	=	A	Excellent	90 - 100%	=	A	Excellent
80 - 89%	=	B	Good	80 - 89%	=	B	Good
75 - 79%	=	C	Fair	75 - 79%	=	C	Fair
Below 75%	=	F Failing	Below	75%	=	F	Failing

Technical instruction shall consist of demonstrations, lectures, classroom education participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Total Hours of Study
The Barbering and Cosmetology act and the Boards Rules and Regulations.	10		10
Chemistry			

Cosmetology Chemistry - To include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Also including the elementary chemical makeup, chemical skin peels. Physical and chemical changes of matter.	10		10
Health and Safety/Hazardous Substances			
Health and Safety/Hazardous Substances - To include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, an	20		20
Electricity			
Theory of Electricity in Cosmetology - To include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.	10		10
Disinfection and Sanitation			
Disinfection and Sanitation - To include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment	10	10	17
Bacteriology, Anatomy, Physiology Skin Analysis and Conditions	15		15

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Total Hours of Study
Facials			
Manual - To include cleansing, scientific manipulations, packs and masks.	20	40	90
Electrical - To include the use of electrical modalities, including dermal lights and electrical apparatus, for facials, and skin care purposes; however, machines capable of producing and electrical current shall not be used to stimulate so as to contract,	30	60	130
Chemical - To include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the nonliving, uppermost layers of facial skin, known as the epidermis, may be removed and only the for the purpose of beautification. All practical o	30	60	130
Eyebrow Arching and Hair Removal			

Eyebrow Arching and Hair Removal - To include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.			
Tweezers	5	10	12
Wax and Dipilatories	20	40	76
Makeup			
Makeup - To include skin analysis, complete and corrective makeup, lash and brow tinting and the application of false eyelashes.	20	40	60
Also provided will be training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping and the client service record cards. Including personal & business development: cycle of change, core values, vocabulary	20		20
There will be o credit given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.			
Total Hours			600

Manicuring Disclosure/Class Outline

The Curriculum for the Manicuring Course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of Manicuring pursuant to Section 7316 of the Barbering and Cosmetology Act. Upon completing this program, the student will qualify to take the state board exam for licensing. With this license you will be able to practice any and all Manicuring procedures done in a licensed salon or spa including manicures, pedicures, acrylic nails, gel nails, silk wraps, tip overlays and nail repairs.

At Design's School of Cosmetology, it is our goal to provide the student with the education necessary to not only pass the licensing exam, but to be an asset to the profession of Manicuring and to become a success in whatever area of Manicuring the student desires. The students will be provided with Milady Textbooks. All necessary equipment (listed in our Kit List) will be provided. OPI products will be supplied.

Students are examined regularly in academic and practical work. Reference materials will be kept in the classrooms and available to check out with the approval of the instructor. Marking and grading are as follows:

Written Exams: Practical Work:

90 - 100%	=	A	Excellent	90 - 100%	=	A	Excellent
80 - 89%	=	B	Good	80 - 89%	=	B	Good
70 - 79%	=	C	Fair	70 - 79%	=	C	Fair
Below 70%=	=	F	Failing Below	70%	=	F	Failing

Technical instruction shall consist of demonstrations, lectures, classroom education or examination; practical operations are the actual performance by the student of a complete service on another person or a mannequin. Such technical instructions and practical operations shall include:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Total Hours of Study
The Barbering and Cosmetology act and the Boards Rules and Regulations.	10		10
Chemistry			
Chemistry (as it pertains to Manicuring) - To include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Also including the elementary chemical makeup, chemical skin peels. Physical and chemical changes of matter.	10		10
Health and Safety/Hazardous Substances			

Health and Safety/Hazardous Substances - To include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/Aids and Hepatitis B.	15		15
Disinfection and Sanitation			
Disinfection and Sanitation - To include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	10	20
Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Total Hours of Study
Bacteriology, Anatomy and Physiology	10		10
Manicuring			
Water and Oil Manicure including nail analysis and hand and arm massage.	15	40	55
Complete Pedicure - Including nail analysis, foot and ankle massage.	10	20	30
Artificial Nails			
Acrylic: liquid and powder brush-ons.	15	80 Nails	95
Artificial Nail Tips	10	60 Nails	70
Nail Wraps and Repairs	5	40 Nails	45
Also provided will be training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping and the client service record cards. Including personal & business development: cycle of change, core values, vocabulary, building clientele, maximizing-clientele, retailing, & referrals, goal setting and business planning.	40		40

Total Hours

400
