

**Chico**  
B E A U T Y C O L L E G E

**CHICO BEAUTY COLLEGE**

**1356 Longfellow Avenue  
Chico, CA 95926**

The Chico Beauty College was founded in 1958 in downtown Chico and moved to its present location in the Longfellow Shopping Center in 1962 where it remains today. The Beauty College has gone through two major remodel expansions, one in 1968 and more recently in the fall of 1993 when 2000 square feet of additional classroom space was added upon the closing of our plaza Beauty College.

Our school provides vocational training in all phases of the art and science of cosmetology. Professional, academic, and career standards are maintained and taught, as well as offering to the residents of our community economical cosmetology services.

We have a reputation for producing skilled, motivated, and successful cosmetologists, estheticians, manicurists, and instructors. Our basic methods of instruction have been established over a period of years. We continually up-date and incorporate into our training the latest professional products, product knowledge, current styling and cutting trends, designs and techniques. The Chico Beauty College is approved to operate by the Bureau for Private Post-Secondary and Vocational Education.

The Chico Beauty College in association with Butte Community College offers an associate degree with a major in cosmetology. The academic requirements for the degree are completed by the student on the Butte Community College campus and the vocational requirement at the Beauty College.

We appreciate your interest in our programs and the opportunity to inform you of our school and its training. It is our hopes that this catalog will help you better understand the cosmetology profession and the benefits you will receive as a trained professional cosmetologist, esthetician, or nail technician.

We would like to personally welcome you to our school.

Sincerely,

Officers: Marge Morrison  
Ronald Morrison  
Lee MacLellan

(530) 343-4201  
E-mail: [chicobty@aol.com](mailto:chicobty@aol.com)  
Fax: (530) 343-4231

## APPROVAL DISCLOSURE STATEMENT

The Chico Beauty College was granted institutional approval from the Bureau for Private Post-secondary and Vocational Educational pursuant to California Education Code Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private post-secondary educational institutions.\* Institutional approval must be re-approved every three years and is subject to continuing review. Approved courses are Cosmetology 1600 hours, Manicuring 400 hours, Esthetician 600 hours, and Instructor Training 600 hours.

Instruction is in residence with facility occupancy level accommodating at any one time eighty (80) students.

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

Prospective enrollees are encouraged to visit the physical facility to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Available are: Pell Grants, SEOG Program, and Stafford Loan Program through Butte Community College. (The Chico Beauty College does not offer Title IV funds.)

The following state boards, bureaus, departments or agencies set minimum standards for your program of studies in accordance with Education Code Section 94316.12 is the California State Board of Cosmetology. (For minimum required hours and practical operations, see pages 18 and 19.)

Persons seeking to resolve problems or complaints should first contact the Instructor-In-Charge or school Supervisor. Requests for further action are made to the owner Mr. Morrison.

Unsolved complaints may be directed to the Bureau for Private Post-secondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free (888) 370-7589 or fax (916) 263-1897.

All information in the content of this school catalog is current and correct and is certified as true by the owner, Ronald J. Morrison.

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Ronald J. Morrison  
July 1, 2011

**\*Note:** Approval to operate means compliance with minimum standards and does not imply any endorsement or recommendation by the state or by the Bureau.

## **ACCREDITATION AND APPROVALS**

The Chico Beauty College is approved by the Bureau for Private Post-secondary and Vocational Education, and meets standards set by the California Board of Cosmetology, to qualify graduates for the State licensing exam. Chico Beauty College is approved for the training of veterans and registered with agencies, which provide financial and/or other assistance to students.

The agencies include:

Social Security Administration  
Bureau of Indian Affairs  
State Department of Rehabilitation  
California Student Aid Commission  
Veteran's Administration  
G.A.I.N.

## **MEMBERSHIPS**

The Chico Beauty College is represented in the following professional and community organizations:

California Cosmetology Association  
National Cosmetology Association  
Chico Chamber of Commerce  
  
California Cosmetology Coalition

## **FACILITIES**

The Chico Beauty College is located at 1356 Longfellow Avenue, in the Longfellow Shopping Center, Chico, California. It comprises over 7200 sq. ft., which includes a large lecture room, classrooms for both theory and practical demonstrations, a 3500 sq. ft. main clinic area, dispensary, reception/retail area, student lounge and patio, library/media room, rest rooms, conference room, Instructor's and Administrative offices.

The college is modern in design and function, spacious, air-conditioned, and furnished with up-to-date equipment and professional products. Parking facilities for both students and patrons are adjacent to the college. The atmosphere provides an ideal environment for the teaching and learning of all phases of the Art and Science of Cosmetology.

## **STUDENT TUITION RECOVERY FUND STATEMENT**

California law requires that, upon enrollment, a fee will be assessed the institution in relation to the cost of tuition (Education Code Section 98343). These fees support the student tuition recovery fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss for example:

- a) The closure of the institution
- b) The institution's breach or anticipatory breach of the agreement for the course of instruction
- c) A decline in the quality or value of the course of instruction within the 30-day period before the institution's closure

The fund protects only California students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, within one year of the Bureau's service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of the institution's closure.

For further information or instructions contact:

The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

(916) 574-7720

## ADMINISTRATION

**Ronald J. Morrison** – Co-Owner and Director/Instructor of Chico Beauty College

Mr. Morrison gained State and National recognition during the 1960-80's as a Platform Artist, lecturer, and instructor. He is the recipient of over 20 awards in competition hairdressing on the State and National levels. He has served the National Cosmetology Association in committees, as President of his local affiliate and Director on the State level.

Mr. Morrison has been licensed as a Cosmetologist and Cosmetology Instructor since 1964, and holds Life Time Standard Designated Teaching Credentials in: Adult Education, Community College Instructing and Supervising in the field of Cosmetology and Barbering.

Mr. Morrison currently owns one Beauty College and one Salon.

**Marguerite J. Morrison** – Co-Owner/Manager of Chico Beauty College

Marguerite Morrison has been affiliated with the Beauty College since 1976 and brings to her students over 40 years of experience in the fashion and beauty industry. She is a former model, businessperson, personnel director, fashion consultant, and coordinator.

Mrs. Morrison gives freely of her time and energy counseling her students as well as working on community projects and committees involving Senior Citizens and mentally handicapped adults.

**Leroy MacLellan** – Co-Owner Capelli's Salon/Instructor

Mr. MacLellan has been involved in the Cosmetology Profession since licensed as a Cosmetologist in 1963. He has served as Stylist, Salon Manager, and Salon Owner and since 1968 School Owner and Instructor.

Mr. MacLellan brings to our schools over 30 years experience in chemical waving, hair coloring, cutting, styling, and make-up, from the every day basics to high fashion and theatrical. His interests are on creating special looks for fashion, runway, and photographer's models. Recently he has been actively involved in the exciting world of professional hairstyling competitions on a State and National level

Mr. MacLellan is an expert in teaching the fine art of communication.

## **FACULTY**

The faculty and staff members have been selected for their educational backgrounds, experience, dedication, and concern for students of cosmetology. All faculty members are licensed Cosmetology Instructors by the Board of Cosmetology and hold valid Certificates of Authorization for Service as issued pursuant to California Education Code Section 94311.1. Supervising Instructors are holders of Lifetime Standard Designated Teaching Credentials in Adult Education and hold Lifetime Community College Instructor Credentials for Cosmetology and Barbering.

Ronald J. Morrison	Owner/Administrator/Instructor Chico Beauty College (Licensed 1964)
LeRoy MacLellan	V.P./Administrator/Instructor Chico Beauty College (Licensed 1962)
Kim Reynolds	Administrative Assistant/Instructor Chico Beauty College (Licensed 1985)
Paula Grieco	Supervisor/Administrator/Instructor Chico Beauty College (Licensed 1962)
Jerri Ramirez	Instructor Chico Beauty College (Licensed 1986)
Michael Williams	Instructor Chico Beauty College (Licensed 1990)
Kristin Longstreet	Instructor Chico Beauty College (Licensed 2004)
Kim Deter	Instructor Chico Beauty College (Licensed 1969)
Linda Story	Instructor (Licensed 1989)
Jill Wing	Instructor Chico Beauty College (Licensed 2005)
Cheryl Overton	Instructor Chico Beauty College (Licensed 1983)
Susan Condon	Esthetics Instructor Chico Beauty College (Licensed 2008)
Debra Armstrong:	Instructor (Substitute) Chico Beauty College (Licensed 1989)

## PHILOSOPHY AND GOALS

Our objective is to offer a solid, academically balanced program of cosmetology, manicuring, esthetician, and instructor training education. Instructors are trained to meet the needs of individuals rather than teach to the “class average”. Our programs are structured to allow for the introduction of new techniques, trends, and styles as they are developed. This combination of sound academic standards and professional flexibility provides our graduates with capabilities and confidence. Our goal is:

- To graduate people who will be able to pass the California State Board Exam and receive license.
- To train with up-to-date product knowledge and professional/technical skills.
- To encourage positive attitudes and train students in the fine art or communication.
- To stress and encourage development of good health and safety rules for the practice of Cosmetology.
- To develop an orderly performance of all tasks and skills, establishing methodical habits without sacrificing artistic skills.
- To graduate students who will secure and retain gainful employment in the field of Cosmetology, Manicuring, Esthetics, and Instructor Training.

## ADMISSION REQUIREMENTS

The Chico Beauty College, admits as regular students those persons who are at least 17 years of age and who have a High School Diploma or the recognized equivalent of a High School Diploma G.E.D.

For those applicants who do not have a High School Diploma or a G.E.D. and are beyond the age of compulsory education in California (18 years old), and who have completed High School through the 10<sup>th</sup> grade, may be admitted to our school through the interview process. Desire, determination, and motivation are necessary traits along with a passing score of 70 on our state recognized aptitude test by Milady Publishing Company. (This Aptitude Test is given to all applicants on or before the first day of training.)

The California State Board of Cosmetology requires students to be at least 16 years old to enroll for training, but reach 17 years old to apply for the State licensing exam. **Minimum** educational requirements for Cosmetology, Manicuring and Esthetician programs is completion of the 10<sup>th</sup> grade; for Instructor training, a High School Diploma or its G.E.D. equivalency required in addition to holding a valid California Cosmetology License.



### **ADMISSION TESTING**

Students who possess a High School Diploma or its G.E.D. equivalency may take an industry developed Cosmetology Student Aptitude Test, published by Milady.

Students admitted having completed 10<sup>th</sup> grade only may receive basic classes or tutoring to help compensate for their lack of High School education; these classes are available during the evening at Butte College.

### **NON DISCRIMINATION**

The Chico Beauty College **does not** discriminate on the basis of sex, age, race, national origin, handicap, creed, religion or life style in admissions, counseling, training, financial aid, placement, employment or any other school activity.

### **TRAINING FOR THE HANDICAPPED**

The Beauty College is equipped to provide training to qualified applicants who are handicapped, yet possess the ability to benefit from the training offered. Through pre-admission and enrollment counseling, the Chico Beauty College will make every effort to design a training program and schedule to insure satisfactory progress towards completion of the program.

The Chico Beauty College is not equipped, however, to offer training to handicapped students whose physical needs require supportive services the beauty colleges cannot provide.

Handicapped applicants are encouraged to schedule an enrollment interview to discuss our ability to meet their particular needs.

### **CREDIT FOR PREVIOUS TRAINING**

Students that had previous training in a licensed school of Cosmetology in California and provides approved by the Board of Barbering and Cosmetology withdrawal documents of the previous training will be credit. Tuition is prorated to the amount of credit hours granted by the state.

Students who have had previous training out of the State of California must furnish proof to the California Board of cosmetology the number of clock hours earned. The State Board of Cosmetology will then evaluate and notify the student in writing the required number of hours and operations to be completed in a California School of Cosmetology in order to be eligible to take the State licensing examination.

### **DISCLOSURE OF EDUCATIONAL RECORDS**

Adult students, parents of minor students, and parents of tax-dependent students, have the right to inspect, review, and challenge information contained in their educational records or those of their minor or tax-dependent child.\*

Education records are defined as files, materials and documents which contain information directly related to a student and are maintained by the institution.

Students are not entitled to inspect the financial records of their parents.

Written consent is required before education records may be disclosed to third parties with the exception of Accrediting Commissions or governmental agencies so authorized by law.

## **COUNSELING AND CAREER DEVELOPMENT**

College personnel, both administrative and instructional, have time allotted during normal working hours, for counseling and career sessions with currently enrolled students.

Students who wish to discuss matters related to the program, their schedule, attendance, and/or concerns of a personal nature, are encouraged to arrange a conference with an appropriate staff member.

On a broader scope, students enrolled in our Beauty Colleges as a vocational student of Butte Community College, have available on campus for counseling, career and medical services available to them. Students are encouraged to use all services available to them.

## **JOB PLACEMENT**

Job placement assistance is offered at no additional charge through the Admissions Office and student bulletin board for as long as the individual has a valid Cosmetology License. Graduates are also entitled to continued advice and assistance offered by our schools. **However, the Chico Beauty College offers no guarantee of job placement.**

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\* **Access procedure to records:** A parent or student may review said student's records or file by requesting a "Release of Student Information" form available from the office and by scheduling an appointment with the school Administrator for file review.

The school Administrator or Supervising Instructor will be present during the review.

Copies of documents upon written request on the release form.

## **GRADUATION REQUIREMENTS**

In order to graduate from your course of instruction, you must first complete within the hours required by the California Board of Cosmetology all subjects as listed in the Curriculum-Course Outline listed in this catalog.

Students must pass all theory and practical exams with a score of 70% or better, and all students must be deemed to be making satisfactory progress at both mid-point and completion of enrolled course (See: Satisfactory Progress Policy).

All financial obligations to either Chico Beauty college or to Butte Community College are to be paid in full in order to receive your completion papers.

A Diploma or certificate of Completion will be awarded upon successful completion of your training program. The Beauty College will assist you, free of charge, in filling out your application for examination with the California Board of Cosmetology.

## **GRADING POLICY**

Chico Beauty College observes the following grading policy and post results at six-week intervals.

Students accelerate through the program of practical work on an individual basis. Practical work is graded on the basis of Excellent, Satisfactory or Needs Improvement. Students are tested on materials presented in theory weekly, a 70% or better score is considered passing. The grading scale is as follows:

A = 100 – 90 %	C = 79 – 70%
B = 89– 80%	D = 69 and lower is deemed to be making unsatisfactory progress.

## ATTENDANCE POLICY

Students are expected to be regular in attendance unless special arrangements are made in advance with the Beauty College. Absences from class can seriously affect a student's progress. Absences can be excused by Administration Personnel or by Supervising Instructor only.

Students are required to makeup all missed assignments and tests.

Excessive absenteeism will be reviewed by the Administration and can result in dismissal or suspension until such time that the student can continue training on a full-time basis.

Hours of operation and training at the Chico Beauty College is Tuesday through Saturday, from 8:30 a.m. until 5:00 p.m.

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness without legitimate reason on 2 occasions will be deemed to be making unsatisfactory progress and the student may be placed on probation.

## ENROLLMENT SCHEDULE AND CALENDAR

New and returning students are admitted into Cosmetology on Tuesdays at six-week intervals. The 2008/2009 schedule follows:

August 30, 2011	February 14, 2012
October 11, 2011	March 27, 2012
November 22, 2011	May 8, 2012
January 3, 2012	June 19, 2012

For information on Manicuring and Esthetician start dates contact Butte College at 895-9015.

The Beauty Colleges are closed Sunday and Monday and on the following holidays: New Years Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Christmas Day. A special holiday may be declared for special or emergency reasons. Holidays of all religious beliefs are respected and allowed.

### TUITION AND FEE SCHEDULE

Tuition*	Registration**	Kit Fee***	Total	Length
Cosmetology \$16,600.00	\$75.00	\$1,325.00	\$18,000.00	(1600 hrs) 42 weeks
Manicuring \$4,600.00	\$75.00	\$1,325.00	\$6,000.00	(400 hrs) 10 weeks
Instructor \$2,700.00	\$75.00	\$ 350.00	\$3,125.00	(600 hrs) 16 weeks
Esthetician \$6,600.00	\$75.00	\$1,325.00	\$8,000.00	(600 hrs) 16 weeks

- \* Tuition fee waived for those students registered through Butte Community College.
- \*\* Butte Community College assess a student service fee plus a unit fee separate from the Beauty College, call (530) 895-9015 for fee information.
- \*\*\* Includes: Textbook, Workbook, Tools and Equipment, basic supplies and one uniform top.

### TUITION POLICIES AND FEES

Arrangement for payment of Tuition and Fees must be made prior to beginning class. For information or assistance on fees, please call the Chico Beauty College (530) 343-4201 or Butte Community College Chico Center (530) 895-9015.

The Beauty Colleges reserves the right to change Tuition and Fees, make subject changes when necessary, and make substitutions in the kit as required, without advance notice. Any changes in fees will not affect currently attending students.

A student will be allowed approximately 42 weeks\* to complete the 1600 hour Cosmetology course, 10 weeks for Manicuring, and 16 weeks for Esthetician and Instructor Training. Overtime charges at a rate of \$8.00 per hour will begin immediately following the day after your contracted completion date, or for any portion thereof needed to complete. \*Butte College students have 42 weeks from starting, unless special arrangements are made upon enrollment with Chico Beauty College in writing.

A transfer student's registration fee is \$75.00 plus a Lab Fee if applicable (students without a complete Kit, Text, Workbook or Uniform, etc).

Tuition for transferring in from another School of Cosmetology within the State of California will be assessed at a rate of \$3.00 per hour multiplied times the number of remaining hours to complete the State required curriculum.

## **REFUND PROVISIONS**

### **Cancellation of Agreement**

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the fifth business day after the first class you attended. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation if sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

### **Withdrawal from Course**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of the instruction after the period allowed for cancellation of the agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you.

If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented costs to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the front of this page. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF THE WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

**Hypothetical Refund Example:** (All program refunds would be calculated as per example)

Assume that a student, upon enrollment in a 400-hour course, pays \$2000.00 for tuition, \$100.00 for registration and \$150.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1518.75 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2100 amount paid for instruction (\$2000 tuition plus \$100 registration)	- \$75 registration fee (amount school may retain)	x 300 clock hours of instruction paid for but not <u>received.</u> 400 clock hours of instruction for which the student has paid	= \$1518.75 initial refund (deduct \$0 for documented cost of unreturned equipment)	= \$1518.75 actual refund amount
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\* If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1668.75 (\$1518.75 + \$150.00).



For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from proceeds of a loan, then the refund will be sent to the lender of the agency guaranteed the loan, if any. Any remaining amount of refund will be first used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

Refunds due as result of withdrawal will be made within ten (10) days from the date of withdrawal. If the student does not return from an approved Leave of Absence period as agreed upon by the School Administrator and student (i.e., written, dated and signed by both parties). However, please note that such leave of absence may never exceed 60 calendar days for regular leave or 180 calendar days for a verified medical reason, refunds will be made within 10 days from the end of the Leave of Absence period. Within 10 days of any refund, the student will receive a NOTICE OF REFUND stating the amount of the refund and to whom refund was made.

If the school is permanently closed and no longer has offering instruction after a student enrolled, the student shall be entitled to a pro-rated refund of tuition if applicable. If a course is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

For students receiving Federal Title IV financial aid or other tuition assistance, any tuition refunds will be made first to any Title IV lender or other tuition lender up to the amount of such disbursement; any additional refunds will next be made to other Title IV funding source accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the percentage of time completed over the total time in the payment period. The student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual.

### **FORMAL TERMINATION**

Formal termination by the school shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. A refund if due the student will be made within forty-five (45) days of that formal termination date.

## POST COMPLETION COSTS

The Chico Beauty College assess NO fee in preparing a student's completion papers and assisting in helping a graduate to fill out the application for the State licensing exam. The following fees are applicable:

To the Board of Cosmetology for Application for Examination:

Cosmetologist.....\$125.00

Manicurist..... \$110.00

Esthetician..... \$115.00

Pre-Application..... \$ 9.00

Examination Kit rental fees:

Cosmetology kit..... \$ 85.00

Manicurist..... \$ 35.00

Esthetician..... \$ 50.00

## NOTICE TO STUDENTS

- \* Lost, mutilated, or stolen items will be replaced at the expense of the student.
- \* The school reserves the right to postpone training in the event of Acts of God, equipment failure, etc. Students will be duly notified.
- \* All course schedules are subject to change in starting and completion dates. Students will be duly notified.
- \* The school reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All monies paid will be refunded.
- \* The school reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval of the school's licensing agency if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any charges diminish the competency of any program or result in tuition changes for current attending students.
- \* The school reserves the right to reject any applicant for admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the election of the School Director, if the student's behavior, absences, lateness, dress, etc., does not conform to the attendance requirements, Rules and Regulations of the school as stated in this Catalog; in which event, the extent of the student's tuition obligation will be in accordance with the school refund policy.

## **RECORD RETENTION**

The Chico Beauty College retains and maintains all student records for a period of not less than five (5) years at its physical location, 1356 Longfellow Avenue, Chico, California 95926.

The Plaza Beauty College retains and maintains all student records for a period of not less than five (5) years at its teach out location, Chico Beauty College, 1356 Longfellow Ave., Chico Ca. 95926.

## **FINANCIAL AID**

To be eligible to receive Federal Financial Aid you must be one of the following:

1. A U.S. Citizen, certain Political Refugees, a Citizen of the Trust Territories, or anyone who is in the United States for other than temporary purposes, or an approved Visa, and is, or intends to become a permanent resident.
2. Accepted for admission to one of our colleges.\*
3. Enrolled for, and attending, no less than half-time, having demonstrated financial need, and to be making Satisfactory Academic Progress in you program.

\* For Admission requirements see p. 7. For information on Federal Financial Aid or your eligibility, call (916) 343-4201 or (916) 895-2311.

## **COSMETOLOGY** **TRAINING LEVELS AND GOALS**

Beginning or Freshman Level:

A minimum of 200 hours is devoted to the learning of basic and fundamental skills of cosmetology. Classes in theory and practical application are conducted daily. Students then practice the newly learned skills on mannequins and models. A student must demonstrate a thorough understanding of the subject matter by written test and practical application to progress to the junior level.

Intermediate or Junior Level:

Students continue to attend daily theory and practical classes to further develop their skills and ability. Juniors are assigned “patrons” on a learning/needs basis when not engaged in classroom activities. When students can demonstrate the ability to perform all applications with understanding and accuracy under close supervision and score a passing grade on all written and practical tests, they will be placed in the Senior Class level.

Advanced or Senior Level:

Students will continue to attend a minimum of 5 houses per week of theory classes in addition to special or advanced classes in all phases of cosmetology. Senior students are expected to be able to perform all applications with extreme accuracy with a minimum of supervision and pass all written and practical tests. Prior to completion, students must demonstrate proficiency in Reception Desk activities, Record Keeping, and in understanding the Health and Safety Rules as mandated by the California Board of Cosmetology.

All students by program completion, should project a professional “Attitude,” “Aptitude,” and “Appearance,” and “Ability.”

### **ASSOCIATES DEGREE IN COSMETOLOGY**

In addition to the 1600 hour credit Cosmetology Program taught at the Chico and Plaza Beauty College, a student may continue in an Associate Degree program on the Butte Community College campus involving a two (2) semester course of study in the areas of: Humanities, English, Reading and Composition, Math, P.E., Natural Science, Social Science, Health Education and electives.

Please contact Butte Community College, Counseling at (916) 895-2419 for a complete course list and prerequisites.

## KITS / BOOKS / SUPPLIES

### COSMETOLOGY:

“Standard” Cosmetology Text	1 Lockable Roll-a-bout
Practical & Theory Workbook	1 Professional Thinning Shear
Health & Safety Rules	1 Professional Shaper
2 Uniform Tops	1 Set Manicuring Implements
1 5-piece Brush / Comb Set	1 Polish Set
24 Misc. Combs	1 Spray Bottle
2 Manikin & Holder	1 Each 6oz. & 8oz. App. Btls.
1 Curling Iron	1 Shampoo Cape and Comb Out Cape
1 Blow Dryer	1 Set Rollers
1 Flat Iron	1 Nail Kit
1 Box Duckbill Clips	1 Practice Finger & Holder
1 Box Single Clips	1 Tint Brush and Bowl
1 Box Double Clips	6 5-Row Styling Brushes
1 Triangle Net	1 Manicure Brush and Bowl
1 Professional Shear	1 Electric Clipper & Edger
1 Chemical Apron	

### MANICURING: Product: OPI

Milday’s Manicuring Text	1 Set Manicuring Implements
Manicuring Workbook	1 Nail Brush
Health & Safety Rules	1 Polish Kit
1 Manicuring Bowl	1 Set Pedicurring Implements
2 Sanitizing Jars	4 2oz Bottles
1 Uniform Top	1 Cuticle Scissors
1 Acrylic Nail Kit	1 Nail Wrap Kit
1 Nail Tip Kit	1 Storage Case
1 Nail Clipper	Misc. Emery Boards
	1 Rolling Storage Case

ESTHETICS: Equipment and Kit list available from Chico Beauty College. Product: Dermalogica

### INSTRUCTOR TRAINING:

1 Syllabus for the “Training of Instructors”
1 Set “Performance Criteria”
1 State Board “Rules and Regulations
1 Cosmetology Act
1 Course “Outline” Book
1 Uniform Top

Note: Kit contents may vary depending on supplier’s availability and substitutions may be made upon additions or changes to your course of study. Clinical supplies are provided from the dispensary as needed

## WEEKLY CLASS SCHEDULE

This is a sample outline of the general manner in which a student spends their time in school. This schedule may be rotated or changed by the school or instructor to meet special needs.

School days: Tuesday through Saturday

Tuesday	8:30 to 10:30	All students: classroom theory
	10:30 to 1:00	Orientation for new students Seniors: clinic floor Freshman: procedures, demonstrations
	1:00 to 1:30	Lunch
	1:30 to 4:30	Instruction and practice curl Construction and fingerwaves
	4:30 to 5:00	Sanitation, record keeping
Wednesday	8:30 to 10:30	All students: classroom theory
	10:30 to 1:00	Styling video, practice shaping and moldings with mannequins set
	1:00 to 1:30	Lunch
	1:30 to 4:30	Theory, demonstrations, practical applications on mannequins/models
	4:30 to 5:00	Sanitation, record keeping
Thursday	8:30 to 9:30	All students: classroom theory
	9:30 to 1:00	Hair coloring techniques
	1:00 to 1:30	Lunch
	1:30 to 4:30	Permanent wave class and practice
	4:30 to 5:00	Sanitation, record keeping
Friday	8:30 to 9:30	All students: theory exam
	9:30 to 1:00	Manicuring demonstration and practice
	1:00 to 1:30	Lunch
	1:30 to 4:30	Practice on mannequins, models, clinic patrons
	4:30 to 5:00	Sanitation, record keeping
Saturday	8:30 to 1:00	Freshman: manicuring practice on models Junior/Senior: practice on patrons
	1:00 to 1:30	Lunch
	1:30 to 4:30	Clinic practice, model practice, mannequin practice all students
	4:30 to 5:00	Sanitation, record keeping

## CURRICULUM-COURSE OUTLINES

### **Cosmetology (1600 hours)**

This career oriented education program is designed for men and women who are interested in a professional level position in the world of beauty and fashion. Teaching methods blend and balance in-depth theoretical study with practical training and experience in the skills and knowledge of all aspects of the art and science of the cosmetology profession.

Students learn techniques for designing the total look of beauty and harmony. In addition, students learn and develop the skills and know-how of human interaction, customer satisfaction, and professional attitudes that are vital to success in the beauty industry.

Graduates will have acquired the knowledge, ability and experience to pass the State Board Exam and to seek employment in a variety of beauty related businesses. Opportunities for the trained professional abound in qualified salons, department stores, as manufactures representatives and cosmetic firms. Potential income and position is limited to one's ambition and attitude.

The Cosmetology course outline and curriculum is as follows:

<u>Hours</u>	<u>Subject</u>	<u>Operations (Min.)</u>
25	Wet Hairstyling	200
20	Thermal Waving	40
20	Permanent Waving	80
20	Chemical Straightening	25
20	Haircutting	80
40	Hair coloring	50
	Bleaching	20
5	Scalp & Hair Treatment	20
5	Facials Manual	10
10	Facials Electrical	15
10	Eyebrow Arching & Hair Removal	20
15	Makeup	10
5	Manicuring	15
5	Pedicuring	10
10	Liquid & Powder Brush-On Nails	50
10	Artificial Nail Tips	50
5	Nail Wraps & Repairs	20
20	Cosmetology Act, State Board Rules & Regulations	
20	Cosmetology Chemistry	
5	Electricity in Cosmetology	
15	Bacteriology, Sterilization	
20	Sanitation, Safety, Anatomy and Physiology	10
	Additional Training (not to exceed)	
20	Health & Safety/Hazardous Substances Press & Curl	20
10	Chemical Peels, Packs Masks, Scrubs	15

## **Manicuring (400 hours)**

This short intensive course is ideal for the young professional seeking an entry position in the industry, or for the mature adult who is re-entering the job market. All beauty salons offer manicuring services to their patrons and employment opportunities are readily available to a well trained and experienced manicurist. Taught are acrylic extensions, silk wraps, tips and overlays, pedicures, plain and oil manicuring techniques, sanitation and safety requirements, along with manicure salon management and professionalism.

<u>Subject</u>	<u>Hours</u>	<u>Min. Operations</u>
Cosmetology Act, State		
Board Rules and Regulations	10 or more	
Cosmetology Chemistry	10 or more	
Health & Safety/Hazardous Sub.	15 or more	
Disinfection and Sanitation	10 or more	10
Bacteriology, Anatomy, Physiology	10 or more	
Water/Oil Manicures	15 or more	40 or more
Complete Pedicure	10 or more	20 or more
Artificial Nails Liquid & Powder Brush On	15 or more	80 nails
Nail Tips	10 or more	60 nails
Nail Wraps & Repairs	5 or more	40 nails
Additional Instruction & Training	10 maximum	

## **Instructor Training (600 hours)**

Prerequisite: Must hold valid Cosmetologist License and a High School diploma or GED equivalency. Well trained, professional instructors are always in demand. Those with the ability will find teaching a challenging and rewarding career. Opportunities exist in public and private schools, and with cosmetic and beauty product manufacturers and distributors.

<u>Subject</u>	<u>Hours</u>	<u>Min. Operations</u>
Cosmetology Act, State		
Board Rules & Regulations	10 or more	
Preparatory Training	145 or more	50 or more
Conducing Classroom Instruction		100 or more
Supervision of Student Practice		300 or more

## **Esthetics: (600 hours) Contact Beauty College for Curriculum**



## SATISFACTORY PROGRESS POLICY

### ACADEMIC-ATTENDANCE-GRADING

**Attendance Progress:** You are enrolled in a Butte Community College credit program, earning between 12 and 15 units per semester. The following attendance schedule must be strictly adhered to:

<u>Course</u>	<u>Length</u>	<u>Completion Time</u>	<u>Maximum Absence</u>
Cosmetology	1600 hours	42 weeks	10 days
Manicuring	400 hours	10 weeks	3 days
Esthetician	600 hours	16 weeks	5 days
Instructor	600 hours	15 weeks	5 days

Note: Exceptions would be for religious beliefs preventing Saturday attendance or less than full time attendance approved by the Community College.

**Attendance Progress Evaluation:** See Appendix A for schedule indicating the minimum hours and operations of training that the student must complete by the end of each 100 hours of clocked attendance.

Attendance evaluations are made at six week intervals (240 hours of clocked attendance) for Cosmetology or Instructor Training and at 160 hours for Manicuring.

Butte Community College allows a maximum of 20 hours of excused absence in each of the seven (7) six week sessions. This means you can only miss 20 hours out of the 240 hours possible during a six week session, or 2 1/2 days out of 45 days, or 8.3% of the time. Those students that exceed the maximum absentee limit can be subject to dismissal from the programs.

**Academic Progress Evaluation:** Butte Community College, Chico Beauty Colleges, require that you maintain a "C" grade average to remain in our programs.

Grades and units are awarded at the end of each six week session based upon Attendance, Theory test grades, Practical Performance, Attitude and Appearance. Letter grades are posted every six weeks. Official transcripts of semester grades and units awarded may be requested through Admission and Records at Butte Community College. The first two copies are free of charge, \$3.00 per copy thereafter. Chico Beauty College will issue a report card if a student so requests. Please feel free to discuss your grades, practical performance and theory comprehension at any time with your Instructors or with Mrs. Grieco or Mr. Morrison.

Note: Manicuring students are academically evaluated 80, 160, 240 and 350 hours.

All students meeting the above attendance and academic standards are deemed to be making Satisfactory Progress. **All students** must be making Satisfactory Progress at mid point of program: Cosmetology 800hrs, Manicuring 200hrs, Esthetician 300hrs and Instructor 300hrs.

**Grades:** Final grades are determined by averaging the following:

<u>Attendance</u>	<u>Theory</u>	<u>Practical</u>
232 – 240 hours = A	90 – 100 = A	Exceeding Average = A
224 – 239 hours = B	80 – 89 = B	Satisfactory = B
220 – 223 hours = C	70 – 79 = C	Needs Improvement = C
below 219 hours = D	lower = D	Non Performance = D

**Note:** A letter grade of D places student on Academic Probation.

A positive attitude, proper appearance and abiding by all school rules and regulations can mean the difference between probation and a passing grade.

**Probation:** Any student not making Satisfactory Progress in any one six week session is deemed to be on probation for the next six week session. However, a student may still be considered to be making Satisfactory Progress, if all deficiencies are brought up to date, i.e., missed or failed tests are taken or re-taken and all practical assignments completed or brought up to date within the probationary six week session, and with no unexcused tardiness.

If the student on probation fails to make up the deficiencies without good cause within the probationary six week session, he/she may be determined to be making Unsatisfactory Progress and may be subject to dismissal from the program.

**Absence, Withdrawal, Interruption of Training & Reinstatement:** If a student requests a leave of absence, temporary withdrawal, or whose training is interrupted by an emergency, and who follows proper procedure by notifying the Beauty College or Butte College in writing, can resume training at the next six week session (space available). As long as the student was making Satisfactory Progress at the time training was interrupted, and had no outstanding fees or charges with either Beauty College or Butte College.

If, however, the student is dropped because of not making Satisfactory Progress after the six week period of probation or because of violating the Rules and Regulations of the Beauty College, or because of excessive absenteeism, or because of outstanding fees owed the Beauty Colleges or Butte Community College, he/she may be reinstated only upon reapplying through the Academic Standing committee's Review Board at Butte Community College. Upon their recommendation for reinstatement and with the approval of the Beauty College (space available) and with the student submitting a letter of intent to comply, make up deficiencies, etc., may re-enroll at the next six week session on probation until Satisfactory Progress has once again been re-established.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the Satisfactory Progress policy.

**Warning:** If you are receiving Financial Aid, and are dropped, your continued eligibility may be jeopardized through the Community College.

## **RULES & REGULATIONS – CHICO BEAUTY COLLEGE**

The objective of our schools is to prepare you in the skills, knowledge and professional attitude so that you may enter the field of Cosmetology properly trained. The following Rules and Regulations have been prepared with these objectives in mind; if carried out, our schools will function in a smoother, professional manner. You are therefore requested to study these Rules and Regulations carefully. Should you feel that you cannot abide by any of them, please call at the office to discuss the matter with the school Director. If there is no question, the schools will assume that you understand all rules and Regulations clearly and that you will extend to the schools your full cooperation.

**Attendance:** (Please see Satisfactory Progress Policy)

Time off during school hours must be arranged in advance. This is done by securing permission from the office. Misrepresentation of absences may lead to suspension.

Other than scheduled lunch breaks, leaving the school without permission and clocking out with an Instructor's signature may lead to suspension. Clocking out for lunch and not returning without notifying the school of an emergency, may lead to suspension.

Emergency absences or tardiness must be reported to the office on or before 8:30 a.m.

**If you are absent more than two (2) days, you may be required to have a note from your doctor in order to be readmitted into class.**

**Applied Effort:** A student when "clocked in" is required to be working on operations on mannequins, clients, students, and/or attending lecture classes, and/or demonstrations. "Applied Effort" is defined in Section 919.4 (e) of the California Administrative Code; sleeping, listening to the radio, or other non-cosmetology related activities will not be accepted as "Applied Effort". Already clocked-in students who are not obtaining "Applied Effort" and who refuse to apply themselves shall be instructed to clock out until such time that they resume "Applied Effort".

**Student who leaves the school premises shall automatically be clocked out.**

**Student Records:** Daily time tickets and work slips are essential records. They must be kept accurately and filed daily, summarized weekly. The student work slip and daily time ticket must remain at the student work station during the day. **No student work slips or daily record of applied effort is to be taken from the school at any time.**

All students must clock in and out on their own time ticket, **no one** may clock in or out for another student. It is your responsibility to clock in and out, **NO** handwritten entries allowed by student or Instructor.

Time is computed on the quarter hour. Deliberate manipulation of the time clock is grounds for suspension.

Classroom instruction begins at eight thirty (8:30) a.m. promptly. If you are late, you may attend the lecture or demonstration at the discretion of the Instructor and with a valid excuse. (If a student is late and not allowed to interrupt the theory class in progress, the student must be studying their textbook, workbook or State Rules and Regulations in order to be "clocked in" and receiving credit.)

**Clinic Performance:** All students must have a work slip issued by an Instructor or from the Reception Desk to receive credit. All student work must be checked by an Instructor **before, during, and after** completion of all services. Refusal to accept assigned work slips is **not** tolerated.

All sanitation procedures must at all times diligently is practiced.

All students are responsible for the completion of each operation as assigned.

**Appointments:** All appointments are to be made through the reception desk.

**Lab/Dispensary:** Assigned to the “lab” is a required part of your training. The manner and performance of “lab” duties is considered in credit of time and grade.

**Personal Services:** Students, with permission from the Instructor, and who are deemed to be making “Satisfactory Progress,” may have personal services. However, if a patron needs a service, the student’s service may have to be interrupted. There is a charge (\$) for product, i.e. perms, color, conditioners, facial products, etc. (See receptionist for student price list). Personal work allowed on Tuesday, Wednesday and Thursday only.

Note: All personal work should reflect sound professional learned techniques, and should be used as a time to practice or fulfill State Board requirements.

**Theory Class:** Theory class starts promptly after roll is taken at 8:30 a.m. until 10:00 on Tuesday and Wednesday, until 9:30 on Thursday and Friday. No theory class is conducted on Saturday unless announced. Freshman theory times may vary.

**Exams:** Exams are usually given on Friday during theory, however, be prepared for “pop” quizzes or unscheduled exams on previously assigned lessons at any time. **Remember – all missed or failed exams must be made up or retaken and passed to be in compliance with “satisfactory progress.”**

**NOTE:**

**ALL ASSIGNMENTS INCLUDING OUTLINES (DUE AT BEGINNING OF CHAPTER), WORKBOOKS (DUE DAY OF TEST, TESTS, MUST BE COMPLETED DAY ASSIGNED. MAKE UP TEST MUST BE DONE WITHIN 2 DAYS.**

**Lunches & Breaks:** A ten (10) minute break is granted twice daily by clocking out on the back of your daily time ticket. See “break room” schedule posted. A one half hour lunch break is scheduled daily by the reception desk and posted in student break room: Times are 11:30, 12:00 or 12:30. Student must clock out on the front of their daily time ticket for the lunch break. To change your posted lunch period, please see your Instructor. **Remember: Failure to clock back in from lunch will mean a loss of time until you clock back in even if you are working on a patron. The school cannot hand write you back in.**

**Visitors:** Visitors of patrons or students are not allowed in the clinic area or student break room. The client desires your attention and professional knowledge without distraction. Friends are required to wait in the reception area or off premises. **Remember:** You must clock out and deduct the time to leave the school and only with Instructor permission.

**Personal Belongings:** Coats, jackets, wallets, backpacks, duffel bags, purses, etc. must be stored in the appropriate place such as student locker or student coat rack before clocking-in in the morning. State law requires each student to clock-out in the evening before collecting personal items. **Warning:** Students should not bring large sums of cash or valuable items of jewelry to school, to do so; you do it at your own risk.

**Dress Code:** Personal Appearance

1. Good personal hygiene.
2. Clean and well-groomed hair. No scarves, head bands or hats, etc. allowed to be worn on the head during school.
3. Clean and well-groomed fingernails, all of which are required to be no longer than 1/8 inch for male students and 1/4 inch for female students = professional length.
4. Uniforms are required by the State Board of Cosmetology. School uniform code is as follows with no exceptions:  
**Female:** Clean washable slacks, black – **no jean, stretch or jogging pants.** School's logo shirt. Clean or polished closed toe shoes, black or white, tennis shoes O.K.  
**Male:** Clean washable slacks, black – **no Levi's.** School's logo shirt. Clean or polished closed toe shoes, black or white, tennis shoes O.K.
5. Students must have I.D. badges on at all times

**Note:** Students not in uniform or without I.D. badges on will not be allowed to clock-in.

**Work Stations & Equipment:** After completion of freshman training, all students are assigned a station and roll-about. Rules of sanitation, sterilization and personal hygiene must be strictly observed including personal equipment, assigned station, chair, roll-about and surrounding area. Student must be prepared at all times for spontaneous inspection by school Instructors or State Cosmetology Inspectors.

Your personal supplies and equipment should be marked for identification. All supplies and equipment belonging to the school will be issued either from the Reception Desk or Dispensary with a work slip. Extra supplies or equipment will be issued only with the approval of an Instructor. **Remember:** All supplies for personal student work must be paid for at the reception desk and with a work slip issued by an Instructor. **Remember:** Borrowing is an undesirable work habit.

**Emergencies: "Fire"... Exit The Nearest Door!** There are five (5) doors at Chico Beauty College clearly marked and unlocked during normal school hours. Please walk don't run to the nearest exit. Students will meet in student parking lot for a roll call to be taken by Supervisor and to receive instruction.

In the event the school is closed for an Emergency, please call either 343-4201 or 345-1383 for information and instructions, or see notice posted on Chico Beauty College front door. You can also turn your radio dial to KPAY 95 on your dial at 8:45 or 9:00 a.m. for information, or call Butte Community College at 895-1352.

## ACCREDITING & LICENSING REFERRAL DIRECTOR

California Department of Education  
Private Postsecondary Education Division  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 574-7720

California Student Aid Commission  
1410 Fifth Street  
Sacramento, CA 95814  
(916) 322-2800 Cal Grant B  
(916) 322-2805 Cal Grant C  
(916) 323-0425 GSL

U.S. Department of Education-Region IX  
Office of Student Financial Assistance  
50 United Nations Plaza  
San Francisco, CA 94102

California State Board of Cosmetology  
P.O. Box 944226  
Sacramento, CA 94244-2260  
(916) 445-7061 or (916) 445-7008

Bureau for Private Postsecondary  
and Vocational Education  
1625 North Market Boulevard, Suite S-202  
Sacramento, CA 95834  
(916) 574-7720

Board of Barbering and Cosmetology  
California Department of Consumer Affairs  
2420 Del Paso Road, Suite 100  
Sacramento, CA 95834  
(916) 575-7100

**Note:** Any prospective or current student who wishes access to Accreditation Documents, U.S. Department of Education Eligibility letters, State Department of Education and State Board of Cosmetology Actions, California Student Aid Commission Documents, Terms and Agreements, or Approval is sponsored under the auspices of the foregoing, or is interested in reading these materials and all related documents, is welcomed to do so and should address such requests or interests to the school Administrators. All requests will be honored and a time set for reviewing the documents.

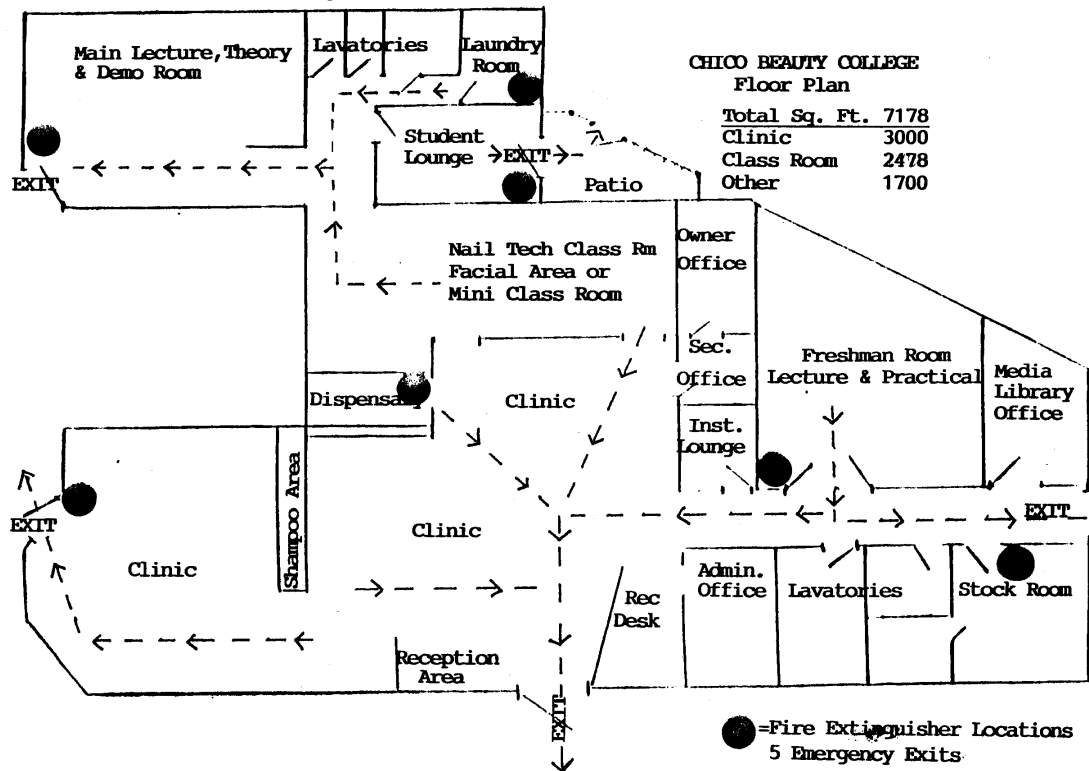
# Chico Beauty College

## EMERGENCY FIRE EVACUATION PLAN

At the sound of the Fire Alarm or an announcement from your Instructor,

### Everyone will immediately:

1. Form a double line and evacuate the school building immediately, in an orderly fashion through the nearest EXIT. (See floor plan.)
2. WALK – DO NOT RUN – DO NOT TAKE PERSONAL BELONGINGS.
3. SILENCE will be strictly observed. Listen for any specific instructions from your Instructors.
4. IMMEDIATELY proceed to the student parking lot, where a roll call will be taken by an Instructor to make sure that the building has been TOTALLY EVACUATED.
5. INFORMATION and DIRECTIONS will be given. Upon notification that it is safe to return to the building, students will return to the main lecture room where a roll call will be taken and training will resume as usual.



# Chico Beauty College

## **NOTICE OF STUDENT RIGHTS**

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to.

Read the notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, you may file a complaint with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Chico Beauty College**  
1356 Longfellow Avenue  
Chico, CA 95926  
530 343-4201  
Fax: 530-343-4231



# Chico Beauty College

## **SUGGESTION AND/OR GRIEVANCE FORM**

Please explain in detail your suggestion and/or grievance (Please Print):

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

For this document to be acted upon, it must be signed and dated and returned to the office. The information will remain confidential if you designate: Yes \_\_\_\_\_ No \_\_\_\_\_

Chico Beauty College  
1356 Longfellow Avenue  
Chico, CA 95926  
(530) 343-4201

All billings & correspondence to: P.O. Box 864 / Chico, CA 95927

# Chico Beauty College

## REFUND NOTICE

**THIS NOTICE IS IMPORTANT. KEEP IT FOR YOUR RECORDS.**

On \_\_\_\_\_, a refund check in the amount of \$ \_\_\_\_\_  
(date)  
payable to \_\_\_\_\_ be sent by regular mail to \_\_\_\_\_  
(name of addressee)  
at \_\_\_\_\_,  
address city  
\_\_\_\_\_, \_\_\_\_\_. This refund was determined as follows:  
state zip

\$ \_\_\_\_\_ Amount paid for instruction, (including tuition, all fees, lab fees, charges and expenses) less the documented cost of equipment.

\$ \_\_\_\_\_ Registration Fee. The refund amount shall be adjusted for a registration fee not to exceed \$75.00. This portion of the registration fee may only be retained if the fee is identified as a charge on the enrollment agreement.

\$ \_\_\_\_\_ Amount paid for instruction multiplied by the fraction: the number of hours of instruction the student has not received for which he/she has paid over the total number of hours of instruction he/she has paid [ $\frac{\$ \text{_____}}{\text{amount paid}} \times \text{uncompleted course hours} / \text{total course hours}$ ] equals \$ \_\_\_\_\_].

\$ \_\_\_\_\_ Adjustment for documented cost of equipment, if applicable.\* Add cost of equipment if returned in good condition within 30 days of withdrawal (includes all textbooks, supplies, materials, implements, tools, machinery, computers, electronic devices, or any other goods related to any education, training, or instruction, or an agreement for educational services or a course of instruction).

\$ \_\_\_\_\_ Total amount of refund.

\* If the student has paid for and keeps the equipment no adjustment is necessary, and the school retains the amount paid for the equipment.

Chico Beauty College  
1356 Longfellow Avenue  
Chico, CA 95926  
(530) 343-4201

All billings & correspondence to: P.O. Box 864 / Chico, CA 95927

# Chico Beauty College

## NOTICE OF CANCELLATION

Date of First Class: \_\_\_\_\_

You may cancel this contract for school, without penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the schools receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice or send a telegram to:

\_\_\_\_\_, at \_\_\_\_\_  
(Name of Institution) (Address of Institution)

**Not later than** \_\_\_\_\_  
(Enter midnight of the date that is the fifth business day following the day of the first class.)

I cancel the contract for school.

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

\_\_\_\_\_  
Date

**Remember, you must cancel in writing.** You do not have the right to cancel by just telephoning the school or by not coming to class. If you have any complaints, questions, or problems which you cannot work out with the school, you may file a complaint with the Bureau for Private Postsecondary and Vocational Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Chico Beauty College  
1356 Longfellow Avenue  
Chico, CA 95926  
(530) 343-4201

All billings & correspondence to: P.O. Box 864 / Chico, CA 95927

**Chico Beauty College**  
**School Performance fact Sheet**  
 From January 1, 2010 to December 31, 2010

<u>Course</u>	<u>Year</u>	<u># of students who Began program</u>	<u>Students available for graduation</u>	<u>Graduates</u>	<u>Completion rate</u>
Cosmetology	2010	100	100	72	72%
Esthetician	2010	20	20	20	100%
Manicuring	2010	19	19	20	100%

Graduates employed/placement rates

<u>Course</u>	<u>Year</u>	<u># of graduates available For employment</u>	<u># of graduates employed in the field</u>	<u>Placement rate</u>
Cosmetology	2010	72	47	66%
Esthetician	2010	20	13	65%
Manicuring	2010	20	13	65%

Examination passage rates

<u>Course</u>	<u>Year</u>	<u># of students taking exam</u>	<u># who passed first exam taken</u>	<u># who failed first exam taken</u>	<u>Passage rate</u>
Cosmetology	2010	84	62	22	74%
	(Passage data from two prior years)				
	2009	98	79	19	81%
	2008	97	82	15	85%
Esthetician	2010	19	15	4	79%
	(Passage data from two prior years)				
	2009	16	14	2	88%
	2008	20	20	0	100%
Manicuring	2010	13	11	2	85%
	(Passage data from two prior years)				
	2009	22	20	2	91%
	2008	32	31	1	97%

Sources of the data reported on this performance fact sheet may be obtained from the institutional administrative office. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may file a complaint with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

# Chico Beauty College

## ORIENTATION CHECKLIST

I, \_\_\_\_\_, have received upon application for admittance or during orientation on first day of class the following information and/or documentation. (Please check off each item, sign and date this document, return to office, retaining a copy with your "For Your Information" catalog.

_____	History of School	_____	Student Rights
_____	Approval Statement	_____	Refund Policy
_____	STRF	_____	Termination
_____	Approvals	_____	Additional Fees
_____	Facility	_____	Record Retention
_____	Administration	_____	Financial Aid
_____	Faculty	_____	Training Levels
_____	Philosophy/Goals	_____	Associate Degree
_____	Admission Requirements	_____	Kits/Books/Supplies
_____	Admission Testing	_____	Class Schedule
_____	Non Discrimination Clause	_____	Curriculum/Syllabus
_____	Handicap Training	_____	Satisfactory Progress
_____	Previous Training	_____	Rules & Regulations
_____	Record Disclosure	_____	Employment Outlook
_____	Counseling/Career Info.	_____	Health & Safety Rules
_____	Job Placement	_____	Emergency Plan
_____	Graduation Requirements	_____	Notice of Student Rights
_____	Grading	_____	Notice of Cancellation
_____	Attendance	_____	Refund Notice
_____	Calendar	_____	Suggestion/Grievance Form
_____	Fees	_____	Facility Tour

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# Chico Beauty College

## **CAMPUS CRIME STATISTICS & SECURITY POLITICS**

The objective of this report is to inform the school community of crime awareness. This report contains both procedural and statistical information as follows:

“Students will be advised of campus crime statistics and security policies on the first day of enrollment into school.”

**Procedure:** Any student shall report any crime observed by them to the director of the Chico Beauty College immediately after incident has occurred.

The director of the Chico Beauty College shall report all crimes to the local police department and/or other applicable agencies immediately after report has been filed by student or staff.

The Chico Beauty College is patrolled by the local police department after hours. The school has a monitored security system in operation after regular school hours.

The Chico Beauty College authorizes local police to stop or contain any persons involved in illegal activities. The director of the school is also authorized to stop or detain any person involved in illegal activities until proper authorities arrive.

**The Chico Beauty College accepts no responsibility for lost, stolen, or damaged property on its premises.**

The Chico Beauty College will record and document any crimes committed on its premises on a yearly basis in order to give students and staff up to date information upon enrollment or employment.

### **Drug Free Workplace Statement: Notice to all students and staff**

1. The Chico Beauty College has a policy of maintaining a DRUG FREE WORKPLACE. All students and staff are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institution's workplace.
2. In compliance with the DRUG FREE WORKPLACE ACT OF 1988, this institution workplace consists of the following location: 1356 Longfellow Avenue, Chico, CA 95926.
3. NON COMPLIANCE WITH THE TERMS IN PARAGRAPH 1 (above) WILL RESULT IN THE FOLLOWING ACTION BEING TAKEN BY THIS SCHOOL.
  - A. Taking appropriate personal action against such student, up to and including termination.
  - B. Requiring such students to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the Federal, State, or Local Health Law Enforcement Agency.

ALL STUDENTS AND STAFF MUST READ, UNDERSTAND AND SIGN THE FOLLOWING DOCUMENT:

I understand that as a condition of my enrollment (employment) at this institution, I must abide by the terms of paragraph 1 (previous page), and that I must notify the Chico Beauty College of my criminal drug statute convictions for a violation occurring in the workplace, not later than five days after such conviction.

I understand that this school has established a drug free awareness program to inform students about:

- A. The dangers of drug abuse in the workplace.
- B. This school's policy of maintaining a drug free workplace.
- C. Any available drug counseling, rehabilitation, and student assistance programs.
- D. The penalties that may be imposed upon students for drug abuse violations occurring in the workplace (see paragraph 3 previous page).

For drug or alcohol abuse programs students or employees should call:

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Chico Beauty College to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and other wise prohibited by State and Federal law.

It is both unlawful and a violation of this policy for anyone who is authorized to recommend or take personal or educational action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Chico Beauty College, to engage in sexual harassment as defined in the School's Non-Discrimination and Affirmative Action Policy and Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Statistical Incidents Reported:

1 Incident Reported in 2010