Cosmetology Catalog

Effective date June 1, 2016 through May 31, 2017

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MISSION STATEMENT

Avancé Beauty College provides an atmosphere of education, training and professionalism conducive to employment in the field of Cosmetology.

MISSION EDUCATIONAL OBJECTIVES/GOALS

The educational objectives of Avancé Beauty College are:

1. To design an atmosphere conducive to learning.
2. To educate our students to be professional, knowledgeable, and skilled Cosmetologists, who will be fully prepared for the State Board licensing examination and also highly employable.
3. To maintain programs which are constantly updated, providing students complete knowledge of the latest professional techniques.
4. To promote the continuing educational growth of the faculty and students using the latest teaching methods, techniques and counseling.
5. To offer years of experience, patience, enthusiasm and expert knowledge of all phases of cosmetology and related subjects.
6. To ensure the institution remains an integral part of the post-secondary educational community, and is separate and distinct from any occupational facility service.

INTRODUCTION/HISTORY/CAMPUS FACILITY

HISTORY

Avancé Beauty College is a family owned business that first opened the doors for students on February 13, 1985. Mrs. Files was the original owner and a remarkable woman with the highest standards. She left behind a legacy for her students in the community. The college is continuing to operate under the same high standards by Sharon and James Duckham, Mrs. Files’ daughter and son-in-law, and their children. The strength of Avancé Beauty College is the commitment of the family, the staff, and the graduates, whether they are current staff members or proud alumni. Their willingness to help the College achieve its aim for superior education in the field of Cosmetology is our legacy.

CAMPUS FACILITIES

The strength of the college is its aim for superior education in the field of Cosmetology. Not only is it an exceptional facility operating as a post-secondary educational institution of over 5,000 sq. ft., but it eludes charm and physical appeal with a relaxing atmosphere. We have one of the lowest students to teacher ratios available in the industry. We provide a wide variety of special classes to further the knowledge of our students. This experience and instruction prepares the students to qualify to take the State Board licensing examination for Cosmetologist, and to obtain gainful employment in the Cosmetology industry. The college has job placement assistance though employment and salary base are not guaranteed. Students are provided opportunities to meet with potential employers prior to graduation. The college is approved by the State Board of Barbering and Cosmetology as a training institution to qualify graduates for the State licensing examination as a Cosmetologist.

Our intimate setting allows us to focus on the quality of education that we provide to our students in the atmosphere of a professionally owned cosmetology business. Our intentions are to be the finest school that highlights personalized education. Generations of families have attended this school and still continue to return to enroll their children. Graduate students return to teach in the school, provide support to the students, serve on our Advisory Committee to counsel and give back to the community.

Avancé Beauty College is centrally located between the 805, the 5 and the 905 freeways for easy access. The bus stop is at the corner of the college campus. The college campus is a block from Montgomery High School and a shopping center with a CVS, Starbucks, Bank of America, Chevron and several other conveniences.

All class sessions are held at the college facilities located at 750 Beyer Way Ste. B-E, San Diego, CA, 92154. The college facilities consist of a large freshman room, theory room, large clinic area, computer library, four restrooms, facial area, freshman student lockers, lockable trolley and vanities, lunch room, conference room, reception area and offices.
The classroom area emulates the atmosphere of a professionally owned cosmetology business where students get hands-on experience performing hair styles, facials, and manicures on patrons. This experience and instruction prepares the students to qualify to take the State license examination for cosmetologist, and to obtain gainful employment in the cosmetology industry.

**Library Resources** available for students use includes a separate room designated as a computer library; a computer is located in the freshmen room for their use; Wi-Fi is available throughout the campus for the students use; and, we have current styling books and magazine publications, CDs and DVDs. Students may access the on-campus computer library and Wi-Fi by making arrangements with the instructor.

**OWNERSHIP**

Avancé Beauty College is incorporated in California under Avancé Belleza Incorporated. The chief officers are James Duckham and Sharon Duckham. The institution or the ownership has never filed bankruptcy nor had a pending petition filed against them.

**ACCREDITING AGENCY**

Avancé Beauty College is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, telephone # (703) 600-7600.

**APPROVAL TO OPERATE**

Courses are approved by the U. S. Department of Education. Criteria - licensing of graduates - sanitation inspection are performed by California Board of Barbering and Cosmetology, Board of Barbering and Cosmetology, P.O. Box 944226 Sacramento, CA94244-2260, [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov), telephone 1-800-952-5210. Approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, effective January 1, 2010. Under section 94802 (a) of CPPEA, by operation of law, Avancé Beauty College will be approved until May 31, 2019. Approval to operate means compliance with State standards as set forth in CEC §94897(1). The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The school catalog is updated on a yearly basis. It is available to the public on the internet and a hardcopy is provided to prospective student prior to enrollment. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary 95798-0818; or email [www.bppe.ca.gov](http://www.bppe.ca.gov); Toll Free (888) 370-7589 or (916) 431-6959, or by fax (916) 263-1897.

**DRUG & ALCOHOL ABUSE PREVENTION PROGRAM**

The college makes the following information available to its students, staff and instructors:

Any individual associated with the college, who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the following agencies:

- Bayview Behavioral Health Campus
  - 330 Moss St.
  - Chula Vista, CA 91911
  - Phone: (619) 426-6310
- South Bay Regional Recovery
  - 1180 3rd Ave. Suite C3
  - Chula Vista, CA 91910
  - Phone: (619) 691-8164
- Crisis Call Center
  - Phone: (619) 585-4620

Avancé Beauty College has a zero tolerance policy to drug and alcohol possession or use on the school premises. Any student who is determined to be under the influence, possessing, selling or using drugs or alcohol on school premises will be terminated and the Police will be called to remove them. Avancé Beauty College has had no drug or alcohol incidents or violations.
The school, as part of the biennial review, is required to determine:

- The number of drug and alcohol-related violations and fatalities that occur on an institution’s campus, as defined by section 485(f)(6) of the HEA, or as part of any of the institution’s activities and are reported to campus officials; and
- The number and type of sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution’s campus or as part of any of the institution’s activities.

**Drug and alcohol abuse information:**

The following are the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Avancé Beauty College requires of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver’s license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career.

Drugs can be highly addictive and injurious to the body as well as one’s self. People tend to lose their senses of responsibility and co-ordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for rape counseling, or domestic violence contact the Crisis Call Center (619) 585-4620.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 Am on weekends, 1-800-662-4357.

**RECORD RETENTION**

Avancé Beauty College maintains current student records for a period of not less than five (5) years at its principal place of business in California. Records are maintained in locked fire-proof, stress proof cabinets. Commencing 2009, “Transcripts” are maintained indefinitely in accordance with CPPE Act of 2009.

**ADMISSION REQUIREMENTS**

The classes at the institution are conducted in only English and Spanish. Only those potential students who have the ability to read or speak English or Spanish will be eligible for enrollment. The institution admits high school graduates; General Education Development (GED) certificate holders; or, persons who are above the age of 18 years or of compulsory school attendance in California, who successfully passed Ability To Benefit (ATB) test.

**Ability to Benefit:**

The Ability to Benefit (ATB) test must be administered by an independent proctor certified by the Approved Test Publisher. The cost of the ATB test is set by the proctor and is paid by the applicant. Additional information may be obtained from the Avancé admissions staff.
Title IV Eligibility for Students Without a Valid High School Diploma or Its Recognized Equivalent Who Are Eligible Under One of the ATB Alternatives

A new law enacted On December 16, 2014, a new law was enacted that changed section 484(d) of the Higher Education Act of 1965, as amended (HEA), to allow a student who does not have a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a home school setting, to be eligible for Title IV, HEA student assistance (Title IV aid) through ability to benefit (ATB) alternatives, but only if the student is enrolled in an "eligible career pathway program” as defined in section 484(d)(2) of the HEA and discussed more fully below.

The change provides that students who first enroll in any Title IV eligible postsecondary program on or after July 1, 2015, and who gain eligibility under one of the ATB alternatives, will have their Federal Pell Grant award determined under an alternative Pell Grant disbursement schedule. That provision is described below, and the 2015–2016 Career Pathway Alternative Pell Grant Disbursement Schedules are attached to this letter.

The following chart provides a summary of the conditions under which a student who does not have a high school diploma or its recognized equivalent may be eligible for Title IV aid.

<table>
<thead>
<tr>
<th>Type of Program in which Student is currently Enrolled</th>
<th>First Enrolled in Any Title IV Eligible Postsecondary Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IV eligible postsecondary program that is part of an eligible career pathway program</td>
<td>Prior to July 1, 2012 (Grandfathered Students)</td>
</tr>
<tr>
<td>Eligible for Title IV aid, including a Regular Pell Grant award* for all award years, including 2014-2015 and thereafter</td>
<td>Eligible for Title IV aid, including a Limited Pell Grant award** for only 2015-2016 and thereafter</td>
</tr>
</tbody>
</table>

* To award and disburse Pell Grant funds to these students, institutions would use the Regular Pell Grant Payment and Disbursement Schedules described in Dear Colleague Letter GEN 14-01 for 2014-2015 and Dear Colleague Letter GEN 15-02 for 2015-2016

** To award and disburse Pell Grant funds to these students, institutions would use the Career Pathway Alternative Pell Grant Disbursement Schedules. The 2015-2016 Career Pathway Alternative Pell Grant Disbursement Schedules are attached with this Dear Colleague Letter
Refer to Addendum 2 for Specific Information on Eligible Career Pathway Programs for ATB Students

**Tuition Incentives for Potential Students to Take the GED Test:**
Avancé Beauty College encourages applicants to obtain high school diplomas or GEDs. Avancé Beauty College will credit the cost of the GED test up to $150.00 against our tuition at the time that the applicant enrolls.

**Foreign Students:** This institution does accept students from outside the United States and is authorized to provide I-20 student visas, subject to review by I.C.E.. Foreign students must have documentation granting permission to study in the United States.

**Verification of High School Diplomas:** Avancé may verify the authenticity of diplomas provided and the qualifications of issuing institutions prior to enrollment. Additional information may be required such as transcripts and written permission from the potential student to contact the school that issued the diploma.

All students will be interviewed prior to enrollment. Management retains the right to evaluate the student’s commitment, goals, interests, potential attendance problems, and potential of completion prior to accepting the student’s enrollment.

**EFFECTIVE 07-01-2010 -** The HEOA amends the definition of “institution of higher education” by adding language in section 101(a)(1) of the HEA that allows institutions to enroll home schooled students who do not have a high school diploma or GED as regular students; even though the student is below the compulsory age.

**State of California Board of Cosmetology:** To qualify for the California State licensing examination, the graduate must be 17 years or older, have completed the minimum program requirements, and have proof of completing at least the 10th grade and have legal California residency. (Please note: Applicants for the State Board licensing examination must have a Social Security number or a taxpayer identification number TIN issued by Social Security Administration.)

**Transfer Credits:**
Management retains the right to evaluate the student’s commitment, goals, interests, potential attendance problems, and potential of completion prior to accepting the student’s enrollment. Each case will be evaluated by the Director, or his delegate, on its own merit and the available resources of the school. This institution does not accept or award credit for experience.

Upon approval of the school management, persons with prior California hours substantiated with a verifiable Proof of Training, and who also have a withdrawal transcript documenting percentage of attendance, operations, theory hours, theory test scores will be evaluated to determine the amount of credit to be given for their clock hours, operations, theory hours, and test scores if they are accepted for enrollment. A maximum of 800 hours can be transferred.

Out-of-state persons require a letter from the California Bureau of Cosmetology designating hours and operations required. Students who have had prior training outside the states of California must furnish proof of the number of hours of training to the California Board of Barbering and Cosmetology. The Board will evaluate the training and assign the number of hours of credit to be granted, and then will notify the student. All applications fees, appeals and any fees associated with the Board of Barbering and Cosmetology is the sole responsibility of the potential student.

**Re-Entry Policy:** All students who withdraw may re-enter in the program without the loss of credit of State Bureau hours and operations. The student must be in good standing with the College. Management retains the right to evaluate the student’s commitment, goals, interests, potential attendance problems, and potential of completion prior to accepting the student’s re-enrollment. Each case will be evaluated by the Director on its own merit and the available resources of the school.
TRANSFER OR ARTICULATION AGREEMENTS

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

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

GED CERTIFICATION

The closest adult school offering General Education Diploma (GED) testing in the area is the Chula Vista Adult School, 10-34 Fourth Ave., Chula Vista, CA 91911-3364, telephone number 619-691-5622. Avancé Beauty College encourages applicants to obtain high school diplomas or GEDs. Avancé Beauty College will credit the cost of the GED test up to $150.00 against our tuition at the time that the applicant enrolls.

NON-DISCRIMINATION

Avancé Beauty College does not discriminate on basis of race, color, religion, sex, age, financial status, creed, ethnic origin, or country or area of origin or residence when admitting students.

ENROLLMENT RECRUITMENT POLICY

Avancé Beauty College does not recruit students already attending or admitted to another school offering a similar program of study. Commission payments based on recruiting, retention and awarding of financial aid is strictly forbidden.

PERSONAL BELONGINGS

No student will store items at the school after reaching 1600 hours. All personal items including books, kits, trolleys, will be removed from the school on the day the student reaches 1600 hours. As stated in the contract kits, books, and trolleys are personal property of the student the school has no responsibility to these items once provided to the students.
**TUITION & FEE SCHEDULE**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Tuition</th>
<th>Reg Fee*</th>
<th>Books and Kit + Sales Tax *</th>
<th>Students have the OPTION to choose the Premium or Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>$12,400.00</td>
<td>$75.00</td>
<td>$2,550.00 $204.00</td>
<td>Premium Books Set and Kit Sales Tax $15,229.00 $0.00** $15,229.00</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>$12,400.00</td>
<td>$75.00</td>
<td>$450.00 $36.00</td>
<td>Text Book and Standard Kit Sales Tax $12,961.00 $0.00** $12,961.00</td>
</tr>
</tbody>
</table>

*non-refundable  **Student Tuition Relief Fund (STRF) fees are calculated by and remitted directly to the State BPPE and are non-refundable- Charges suspended as of 01/01/2015 until further notice

**NOTE:** Avancé Beauty College reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in kits as required without prior notice.

State of California BPPE allows a *registration fee up to $250.00 and STRF fees are non-refundable items. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student. **NOTE:** Any schedule changes after the cancellation period will require a prepaid schedule change fee of $75.00 for the 1st schedule change, $100.00 for the 2nd schedule change, and $150 each for any subsequent schedule changes.

**Charges for Excess Hours Beyond the Contract Ending Date**

Any student, in good standing, who does not complete the course by the Contract/Enrollment Agreement Ending Date will be offered a second contract/Enrollment Agreement at the stated Over-time hourly rate on the 1st the first contract/Enrollment Agreement. The second contract/Enrollment Agreement will provide the student the time to complete the remaining number of hours. If a school holiday falls in this period, the holiday is not included in counting the time necessary to complete the hours. The time is counted in weeks and days. If the student does not complete the requirements by the expiration of the second contract/Enrollment Agreement, a third may be offered to the student to enable them to complete course. The third contract/Enrollment Agreement will be calculated at the Over-time hourly rate stated on the 2nd contract/Enrollment Agreement.

**PAYMENT PLANS**

Cosmetology Course:
A down payment plus $75.00 Registration Fee is required at the time of enrollment. The balance of the tuition to be paid in twelve (12) monthly installments. The STRF is suspended as of 01-01-2015 until further notice. We will attempt to adjust the down payment and payment schedule to fit the student’s needs. If the student is eligible for Federal Pell Grant and chooses to apply, any Federal Pell and SEOG funds received on the student’s behalf will be applied to the course tuition. As of June 1, 2016, Enrollment Agreements for new students’ enrollments will not be written containing Direct Loans. To offset the lack of Direct Loans fund no longer offered, the tuition has been reduced substantially and cost options for kit and books are provided as stated above under the caption TUITION & FEE SCHEDULE. The Books and Kit Option selected will be scheduled to be paid in full in the 1st pay period as shown on the front of the Enrollment Agreement. All Enrollment Agreements written prior to June 1, 2016 will be honored. These changes do not have any impact on Enrollment Agreements signed prior to June 1, 2016.

**LENGTH OF COURSES BY WEEKLY SCHEDULE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Day Class</td>
<td>30</td>
</tr>
<tr>
<td>Modified Day Class</td>
<td>27</td>
</tr>
<tr>
<td>Standard Evening Class</td>
<td>25</td>
</tr>
<tr>
<td>Part-time Evening Class</td>
<td>20</td>
</tr>
<tr>
<td>30 hours a week is a 57 weeks Contract Period</td>
<td></td>
</tr>
<tr>
<td>27 hours a week is a 64 weeks Contract Period</td>
<td></td>
</tr>
<tr>
<td>25 hours a week is a 68 weeks Contract Period</td>
<td></td>
</tr>
<tr>
<td>20 hours a week is a 84 weeks Contract Period</td>
<td></td>
</tr>
</tbody>
</table>

Length of time in course contract weeks depends on number of hours student contracts for on a weekly basis with an applicable allowance for holidays as specified in the Enrollment Agreement.

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"ON TIME" COMPLETION TIME FRAME

- Course: Cosmetology
- Required clock hours to complete California mandated theories and practical operations: 1600 hours
- Required reporting on a weekly clock hour schedule of majority of student body: 27 hours
- "On Time" Completion Time Frame for majority of student body schedule: 65 weeks
- Calculation of "On Time" completion is the 1600 clock hours required by the State Board of Barbering and Cosmetology plus 10% allowable absences of 160 clock hours divided by the weekly clock hour schedule of majority of student body. (1600 program clock hours +160 10% absence)/27 weekly schedule = 65 weeks

DIPLOMA

A diploma will be awarded each student when the following requirements are met: completion of course required clock hours; satisfactory completion of the course required practical operations; satisfactory completion of the required theory hours; satisfactory completion of theory tests; and, all fees and charges are paid in full. Students are considered to be a graduate only when all of the items stated above are fulfilled. A diploma and the Proof of Training document are issued when all items stated above are fulfilled.

IMPROVEMENT PLAN FOR ACADEMIC PROGRAM

The school is always improving the academic program. The current plans include: specialty classes for students, increase the use of computer based training, hold more Open Houses and participate in special events for the community, and participate in events with employers; continue specialized training for teachers.

EMPLOYMENT ASSISTANCE

Placement/Employment Assistance Programs: Avancé Beauty College offers placement assistance for all students upon graduation at no additional charge; however, the buyer (student) is advised that State law prohibits the college from guaranteeing placement or level of anticipated income (wage rate) as an inducement to enter said school. Avancé Beauty College does not guarantee that the graduate will get a job.

However, we strive to provide the training that will make our licensed graduate employable. Placement assistance is available to all licensed graduates who may return at any time for employment placement assistance. Known employment positions and each call from a salon requesting employment applicants are logged into the school's Employment Opportunities folder for assistant in placement of graduate students. This folder is available to students at the reception desk during school hours for review. Staff assistance and career information is available to graduate students seeking/obtaining employment. The staff member, on behalf of the graduate student, will assist the student in contacting and making an appointment for an interview with the salon owners or managers seeking employees. Avancé Beauty College does not make any express or implied claim about the salary that may be earned after completing the educational program.

ATTENDANCE POLICY

To maintain acceptable attendance, student must be in attendance 70% of the scheduled hours. Students meeting these minimum requirements are expected to be able to complete their course of study within the maximum time frame. Students must attend school and theory hours per their schedule and Enrollment Agreement.

Tardiness beyond seven (7) minutes in the morning will not allow the day students to receive an hour in Theory. Any student arriving after 8:37 a.m. will not be allowed to clock in until after 9:45 a.m., upon completion of the morning break. The late student will not disrupt any of the classes in progress. Students who exceed more than 5 absences in a month from Theory class will be written up and suspended for 1 day.

All night students who are absent FRIDAY and day students who are absent SATURDAY, without prior approval, are to return the following school day. The school will advise the student what day he or she will be SUSPENDED.
If the student is late on FRIDAY or SATURDAY you will receive a WRITE-UP, when you receive 3 write-ups for tardiness in a month you will be suspended for 1 day. The school will advise what day he or she will be suspended.

All non-immigrant students with I-20 Student Visas will be required to attend a minimum of 22 hours per week of classroom instruction in accordance with maintenance of a full course of study. Students attending the day class may not exceed 8 hours of unexcused absences per week. Students attending the evening class may not exceed 3 hours of unexcused absences per week.

Clock in and out ON YOUR TIME CARD. Upon leaving, you must clock out. Clocking another student in or out is grounds for suspension and/or withdrawal.

The school gives appropriate credit for all operations and clock hours attended and do not deduct clock hours as a penalty for any reason. The school does not assign additional clock hours for any reason. The school provides that students' total clock hours for each day shall be rounded to no more than the nearest quarter hour. Clock hours are posted daily to an individual attendance sheet, and audited weekly.

Student shall not leave class without permission. Attendance is taken every morning. Attendance is taken after theory for lab/clinic students. Attendance can be taken anytime that it is deemed necessary. Students who leave the premises without clocking out will be sent home for the remainder of the day for the first offense, additional offenses will subject the student to progressive suspensions.

The minimum requirement for acceptable attendance is 70%. Students must have completed 70% or more of the hours scheduled between the start date and the last day of the period under evaluation at all times. The policy is specifically discussed in the Satisfactory Academic Progress Policy.

**Title 38 VA Probation Policy – Standard of Progress CFR 21.4253(d)(1), (d)(2) and (d)(4).**

When the student does not make Satisfactory Academic Progress (SAP) on a quarterly evaluation, the student will be placed on probation and allowed one academic quarter to achieve SAP. It is the policy of this institution that individuals receiving Title 38 benefits on probation status who have not achieved the required 70% SAP in their Academic Grades and Attendance averages by the following quarterly evaluation period will have their VA educational benefits terminated in accordance with the Satisfactory Academic Progress and Probation Policies stated in this catalog. VA will be notified accordingly.

If the student’s VA benefits are terminated the student can elect to remain in the school with another method payment. At the time of an election to use another payment method, the student probation status will revert to a warning status and the student can appeal to be put on probation in accordance with the policy stated in the Catalog.

**LEAVE OF ABSENCE POLICY**

The school offers authorized Leave of Absences (LOA). An authorized LOA is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. Unforeseen circumstances and a preplanned vacation are acceptable reasons for requesting a LOA. Unforeseen circumstances can include, but are not limited to: ill health; a family emergency; work commitments; transportation difficulties; jury service; having to care for someone; legal problems; financial problems; loss of job; employment emergency; or, other reasons which demonstrate the student’s circumstance. The student must follow the school’s policy in requesting the LOA; and, approval of the student’s request for a LOA is to be in accordance with the school’s policy. There must be a reasonable expectation that the student will return from the LOA. The school will not assess the student any additional school charges as a result of the LOA. The student’s contract period and the maximum time frame (hours) will be extended by the same number of days taken in the LOA. 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. The LOA together with any additional leaves of absences must not exceed a total of 180 days in any 12-month period. Any approved LOA shall not be for less than 2 weeks (14 calendar days). A LOA is not required if a student is not in attendance only for a school scheduled break. However, a scheduled break may occur during a LOA.
A LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring the school to perform a refund calculation. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

In order for an LOA to qualify as an approved LOA:

1. All requests for LOA shall be submitted in advance and in writing to the Financial Aid Representative. The request must be signed and dated by the student, and must contain the reason for the LOA, the dates the student expects to be unable to attend school, including the date the student expects to return to school. All LOA requests will be approved by the Director or Chief Executive Officer.

   a. The LOA policy requires a student to apply in advance for an LOA unless mitigating circumstances prevent the student from doing so. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to the school, the student would not have been able to request the LOA in advance.

   b. The school may grant an LOA to a student who did not provide the request prior to the LOA due to mitigating circumstances, if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.

Although a student on a LOA will incur no additional charges by the school, a LOA may affect the Direct Loan interest rates due to timing for future loans; and, failure to return from a LOA will affect the student’s repayment timeline. The student could have used up some or all of the Direct Loan grace period for their LOA period. When the student fails to return from the LOA, the grace period starts on the last day of attendance. Please see your Financial Aid representative for more information.

If a student does not return to the school at the expiration of an approved LOA, they will be withdrawn from the school. As the school is required to take attendance, the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance. Students who do not return from a LOA are required to complete an exit interview with the School’s Financial Aid Department or complete the on-line Direct Loan Exit Counseling. If the student fails to complete the Direct Loan Exit Counseling as required, the school will send the information to them by mail within 30 days.

**THEORY**

Students will receive a minimum of four (4) hours of theory a week which includes lectures, guest speakers and visual aids. Students are required to take notes and written tests that are evaluated by the instructor to assist the student with any difficulties. Students will be permitted to take two retests for any theory test grade below passing. Cosmetology students with 1,500 clock hours are taught State Bureau preparatory examination theory which consists of all practical phases and a final written test.

**FRESHMEN**

Cosmetology students will be taught theory and practical procedure operations in all phases of Cosmetology for a minimum of 200 clock hours prior to practicing on the paying public. The Freshman Curriculum is structured on a cycle consisting of 400 hours. The Course Outline reflects that students are Freshmen until 400 hours. This additional time allows students to make up any necessary classes and pass the Freshman Examination. Students can be allowed more time in Freshman, when deemed necessary.
AVAILABLE CLASS SCHEDULES

We offer the following class schedules designed to fit the needs of our students:

- Tuesday through Friday 8:30 a.m. to 2:30 p.m. and Saturday 8:30 a.m. to 5:00 p.m. (30 hours)
- Monday 5:00 p.m. to 10:00 p.m. and Tuesday through Friday 8:30 a.m. to 2:30 p.m. (27 hours)
- Monday through Friday 5:00 p.m. to 10:00 p.m. (25 hours)
- Monday through Friday 6:00 p.m. to 10:00 p.m. (20 hours)
- Monday through Friday 5:00 p.m. to 10:00 p.m. and Saturdays 8:30 a.m. to 5:00 p.m. (33 hours)
- Monday through Friday 6:00 p.m. to 10:00 p.m. and Saturdays 8:30 a.m. to 5:00 p.m. (28 hours)
- Monday through Friday 5:00 p.m. to 10:00 p.m. and (1) Saturday 8:30 a.m. to 5:00 p.m. a month
- Monday through Friday 5:00 p.m. to 10:00 p.m. and (1) Saturday 8:30 a.m. to 5:00 p.m. a month
- Monday through Friday 5:00 p.m. to 10:00 p.m. and (2) Saturdays 8:30 a.m. to 5:00 p.m. a month
- Monday through Friday 6:00 p.m. to 10:00 p.m. and (2) Saturdays 8:30 a.m. to 5:00 p.m. a month

We require that you are scheduled to attend at least 20 hours per week.

U.S. CONSTITUTION DAY
September 17th is the U.S. Constitution Day. We conduct a theory class on an overview of the U.S. Constitution and the Bill of Rights.

HOLIDAYS: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day; and the following Christmas vacation: December 18, 2016 through December 26, 2016. School holidays are only on the actual days listed above.

If the college is unexpectedly closed due to extenuating circumstances, someone will be at the school to talk to the students and the college will attempt to call the students by phone.

DAY CLASS SCHEDULE & START DATE FOR THE MAJORITY OF THE STUDENT BODY

Classes are scheduled to start twice a month every other Monday night and Tuesday day.

TUESDAY THROUGH FRIDAY

8:30-9:30a.m. Theory class, freshmen, sophomores, junior and senior students.
9:30-9:45a.m. Break – Students arriving after 8:37 a.m. can clock in at after 9:45 am
9:45-12:00p.m. Freshmen students attend classes.
    Junior and senior students are assigned to clinic area and practical operations, additional theory classes or special classes. Industry demonstrations can be scheduled during this time frame for all students.

Lunch break 30 minutes per day – floor student alternate lunch break times.
12:30-2:30p.m. Freshmen students continue classes; sophomores, junior and senior students in clinic return to patrons, additional theory classes, special classes. Clean up.

SATURDAY

8:30-9:30a.m. Freshmen students attend practical classes.
9:30-9:45a.m. Break –
9:45-12:00p.m. Freshmen students attend classes.
    Junior and senior students are assigned to clinic area and practical operations, additional theory classes or special classes.

Lunch break 30 minutes per day – floor student alternate lunch break times.
12:30-5:00 Continuance of morning procedures. One 10 minute afternoon break. Clean up.

EVENING CLASS STARTING DATE AND SCHEDULE

Beginning classes are scheduled to start twice a month. Monday.

MONDAY Through THURSDAY

5:00-8:40 Freshmen students are assigned to practical classes.
    Sophomores, junior and senior students are assigned to clinic area or practical operations.
8:45-10:00 Theory class, freshmen, sophomores, junior and senior students
FRIDAY
5:00-10:00 Freshmen students are assigned to practical classes.
Sophomores, junior and senior students are assigned to clinic area or practical operations.
BREAK: One 15 minute break per day.

The Seller/School reserves the right to POSTPONEMENT OR CHANGE OF DATE AND/OR TIME IN WHICH ANY CLASS IS OFFERED if the minimum percentage of enrolled students enrolled also agrees. Students who do not desire the change may be offered a full refund. The School reserves the right to postpone training in the event of natural disasters, Acts of God (such as fire, flood, and earthquake), and labor disputes, books and supplies failure, for a maximum of 30 days. Students will be duly notified and compensated if applicable.

STATE BOARD EXAMINATION REQUIREMENTS AND COST

To be eligible to take the State examination, students must be at least seventeen years of age and completed the 10th grade (or equivalent). They must also have a Proof of Training from the school, picture identification, filed an Application for Examination, and examination fee.

Students must furnish a doll head and stand, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers (located in Los Angeles and Fairfield). Students are eligible to apply for the Pre-Application with Board of Barbering & Cosmetology when they have completed 1200 hours. The Pre-Application assists the student in obtaining a date closer to their graduation date. The fees are as follows:

- Cosmetology test fee: $125.00
- Pre-Application fee: $ 9.00

GRADUATION REQUIREMENTS

Students will have graduated from the course and be eligible for the State Board of Barbering and Cosmetology License only when all of the items stated below are fulfilled. A Diploma and Proof of Training documents are issued when all of the following requirements are met: completion of course requirement of 1600 clock hours; satisfactory completion of the course required practical operations; satisfactory completion of the required theory hours; satisfactory completion of theory tests; and, all fees and charges are paid in full. Refer to the Course Outline for the specific requirements of the course.

CANCELLATION AND WITHDRAW REFUND POLICY

The Enrollment Agreement clearly outlines the obligation of both the school and the student. All fees are identified in the Catalog and on the Enrollment Agreement. Any non-refundable items are identified. A copy of the Enrollment Agreement and data covering costs and payment plan will be furnished to the student before any payment is made. Costs not included in tuition are stated in the Catalog, Disclosures and on the Enrollment Agreement. Avancé Beauty College has a definite and written policy for settlement when students discontinue training. If you cancel the Enrollment Agreement, the school will refund any money that you paid, less any deduction for registration fee, STRF fee, and equipment received, as these are nonrefundable charges. If you withdraw from school after the cancellation period, the refund policy described below will apply. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination as stated below.
STUDENT’S RIGHT TO CANCEL:

Cancellation: The Buyer/Student has the right to cancel the Enrollment Agreement and obtain a refund of the institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance at School address shown on the front page of the Enrollment Agreement.

WITHDRAWAL FROM COURSE REFUND POLICY:

(1) Refund Policy: If the student withdraws after the cancellation period, the institution shall also provide a pro rata refund of all program moneys paid to students who have completed 60 percent or less of the period of attendance for the full contract hours. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as shown in the following HYPOTHETICAL REFUND CALCULATION EXAMPLE. A pro rata refund calculation will not be computed on non-refundable and non-returnable items. Non-refundable and non-returnable items are explained in part (2) Registration Fees, Kit, Equipment and Supplies below.

Once more than 60% of the scheduled hours in the enrollment period as stated on the Enrollment Agreement has been completed (including absences), there will be no refund to the student and all tuition charges are earned.

HYPOTHETICAL REFUND CALCULATION EXAMPLE: The following example outlines the refund due upon withdrawal from the course. The dollar amounts are hypothetical figures used only to explain the example.

<table>
<thead>
<tr>
<th>(A) Total Contract</th>
<th>(B) Less: Registration Fee &amp; STRF</th>
<th>(C) Less: Book/Kit/Supplies incl. tax</th>
<th>(D) Tuition Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,575.00</td>
<td>$75.00 &amp; $0.00</td>
<td>$2,500.00</td>
<td>$16,000.00</td>
</tr>
</tbody>
</table>

Step 1: Example of Calculation of % of Student’s Available Scheduled Hours to the Student’s Total Contract Hours applicable to Students who completed 60% or less of the scheduled hours in the full enrollment period (including absences).

160 = 10% 400 = 25% 800 = 50% >60% All tuition charges are earned

1,600 1,600 1,600

Step 2: Example of calculation of tuition charges earned is determined by multiply the % in Step 1 above by the total Tuition Charges in (D)

10% = $1,600 tuition charges earned 25% = $4,000 tuition charges earned 50% = $8,000 tuition charges earned

Step 3: Example of Pro Rata Refund Calculation

Calculation formula: Tuition funds paid by student less Tuition Charges earned = Refund Due

<table>
<thead>
<tr>
<th>% of Tuition Earned</th>
<th>10%</th>
<th>25%</th>
<th>50%</th>
<th>&gt;60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Tuition Funds paid by Student</td>
<td>$16,000.00</td>
<td>$16,000.00</td>
<td>$16,000.00</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Tuition Earned</td>
<td>$ 1,600.00</td>
<td>$ 4,000.00</td>
<td>$ 8,000.00</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Refund Due</td>
<td>$14,400.00</td>
<td>$12,000.00</td>
<td>$ 8,000.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

(2) Registration Fees, Kit, Equipment and Supplies: A registration fee not to exceed $250.00 is a non-refundable item. Equipment, books, supplies, materials, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student. A pro rata refund calculation will not be computed on non-refundable and non-returnable items.
(3) Determination of official withdrawal from school: If the student does not notify the school that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. The withdrawal date shall be the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course on the earliest of: (a) The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw; (b) School terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog; (c) You fail to attend classes for a two-week period (14 calendar days) and fail to inform the School that you are not withdrawing. The State of California allows 21 calendar days absence if you notify the School that you are not withdrawing; (d) You fail to return on schedule from an approved Leave of Absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved Leave of Absence, and the institutional determination of withdrawal date will be the scheduled date of return from the approved Leave of Absence. NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

(4) Right to Refund Loan Proceeds:
   (A) The school has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

   Any amount of the refund in excess of the unpaid balance of a loan shall be first used to repay any student financial aid program from which the Buyer/Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Buyer/Student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time in the award period. The Buyer/Student will be responsible for the repayment of any such overpayment. Repayments made by the Buyer/Student will be made to the appropriate Financial Aid fund account and/or student loan lender(s) in proportion to the amount of the benefits received by the Buyer/Student.

   (B) Notice of Refund to the Buyer/Student: The Seller/School shall notify the Buyer/Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent within ten (10) days of such refund. Posting this notice in the U.S. Postal Service shall be deemed constructive notice for this purpose.

   (C) Notice to Buyer/Student of Loan Repayment Obligation: (1) If the student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (2) If the student is eligible for a loan guaranteed by the state or federal government and the student defaults on the loan, both of the following may occur: (i) The federal or state government or the loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (ii) The student may not be eligible for any other federal financial aid at another institution or other government assistance until the loan is repaid.

(5) Title IV Federal Funds: If the student withdraws, Federal Regulations may require that all or a portion of the Title IV Federal Funds used to cover institution charges/expenses be returned to their respective program sources as unearned aid. Balances of unpaid charges are the student’s responsibility.

   (A) Calculation Method of Return of Title IV Funds: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if the student withdraws from school prior to the completion of the equivalent to more than 60 percent of the total hours as stated on the Enrollment Agreement for the full enrollment period, a calculation using the percentage of the available scheduled hours completed to total contract hours will be applied to the funds received or that could have been received. This calculation determines the amount of aid the student earned. Unearned funds would be returned to the program in the order stated in paragraph (B) below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the scheduled hours in the enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the

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amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**B Application of Refund Proceeds: Application of Refund Proceeds:** Refunds due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date. In accordance with the Federal Aid Handbook 34 CFR 668.22(i) Order of return of Title IV funds, a school must return Title IV funds not later than 45 days from the determination of withdrawal date to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order; up to the net amount disbursed from each source: (1) Unsubsidized Direct Stafford Loans (other than Plus Loans), (2) Subsidized Direct Stafford Loans, (3) Direct Plus Loans, (4) Federal Pell Grants for which a return of funds is required, (5) Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required, (6) Iraq and Afghanistan Service Grant for which a return of funds is required. This order would apply in accordance to the aid programs available at the institution.

**C The Third Party Financial Aid Server, R. Gonzalez Management, Inc. (RGM), calculates the Refund Notice for withdraws in accordance with the Refund Policy for Avancé Beauty College.** RGM has been an expert in financial aid for over 36 years.

**6 School Closure:** If the school is permanently closed and no longer offering instruction after a student has enrolled and instruction has begun, the student may be entitled to a pro-rata refund of tuition according to the refund policy. If a school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall, at its option: a. Provide a full refund of all monies paid; or b. Provide completion of the course at schools in the neighborhood.

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

**8 All course schedules are subject to change in starting and completing dates.** Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undo hardship, a refund will be offered. The maximum postponement of class start date is 90 days.

**9 The School reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class.** All monies paid will be refunded.

**STUDENT TUITION RECOVERY FUND-SUSPENDED AS OF 01/01/2015**

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 pay 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 a material failure to comply with the Act or this Division within 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.

Amount of STRF Assessment; §76120 (a) Each qualifying institution shall collect an assessment of zero cents ($0.00) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero cents ($0.00).

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:
1. You are not a California resident,
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

ADMINISTRATIVE AND FACULTY STAFF

James Duckham – Director and Corporate Officer. Mr. Duckham has been approved as the Director in accordance with the Rules & Regulations set forth by the sunsetted Bureau for Private Post-Secondary & Vocational Education of the State of California. Mr. Duckham holds a degree in Business Administration with an emphasis in Accounting from San Diego State University. He also studied Criminal Justice and is a retired sworn peace officer. Mr. Duckham has 34 years of experience both as a Tax Specialist performing full financial audits of multi-national corporations, and as a Special Agent performing criminal, civil, and administrative investigations. Mr. Duckham has specialized training and experience in performing investigations involving sexual harassment, discrimination, retaliation, and equal employment opportunity violations. He has also conducted high-level investigations alleging governmental and employee misconduct and mismanagement of funds, and provided reports and policy recommendations to the Governor’s Office. Mr. Duckham has developed and instructed numerous governmental training courses and is a P.O.S.T. certified instructor eligible to teach at the junior college level.

Sharon Duckham – Chief Executive Officer and Corporate Officer. Mrs. Duckham’s background is in Accounting. She is a retired governmental Senior Business Tax Auditor of 32 years. Business auditing requires an extensive and comprehensive knowledge of business operations at all levels. She has extensive experience teaching tax law classes to auditors and to the public. She also taught auditors auditing techniques, statistical sampling, and how to use computers programs and design spreadsheets. She is experienced at designing curriculums, and teaching techniques. She has extensive experience in interpreting and applying laws, regulations and annotations. She has experience in writing policies and procedures. She authored her prior agency’s policy for Search and Seize Warrants. For over 17 years of her career, her specialty was fraud audits, including fraudulent conveyances. She possesses the experience and knowledge to manage the entire administrative and educational programs of the institution.

Karen Gonzalez – Financial Aid Director. Ms. Gonzalez graduated from Avancé Beauty College, and holds a license in cosmetology. She has been working in Financial Aid since 2006. She has held a Financial Aid Director certificate issued by the U.S. Department of Education since 2010.

Maritza Lopez – Director of Education, Event Coordinator and Enrollment Officer. She has been an instructor fox six years. Ms. Lopez is a graduate of Avancé Beauty College. Ms. Lopez holds a current license as a cosmetologist issued by the Board of Barbering and Cosmetology; and, has met the qualifications to qualify for a certificate as a Cosmetology Instructor with the prior rules and regulations of the sunsetted Bureau for Private Postsecondary and Vocational Education. Ms. Lopez graduated from a prestigious Cosmetology School in Mexico. She took extensive continuing educational classes in Guadalajara. She also worked as a stylist in Guadalajara.
Blanca Ulloa – Director of Clinical Training. She has been an instructor for eight years. Mrs. Ulloa is a graduate of Avancé Beauty College. Mrs. Ulloa holds a current license as a cosmetologist issued by the Board of Barbering and Cosmetology; and, holds a certificate as a Cosmetology Instructor from the sunsetted Bureau for Private Postsecondary and Vocational Education. Mrs. Ulloa graduated from a prestigious Cosmetology School in Mexico. She also worked as a stylist in Mexico.

Israel Chavez – Instructor. Mr. Chavez has been an instructor for one year. Mr. Chavez is a graduate of Avancé Beauty College. Mr. Chavez holds a current license as a cosmetologist issued by the Board of Barbering and Cosmetology. Mr. Chavez has worked as a stylist for several salons in the area and in Mexico prior to being hired as an Instructor.

Fabiola Martinez – Instructor. Mrs. Martinez is a graduate of Avancé Beauty College. Mrs. Martinez holds a current license as a cosmetologist issued by the Board of Barbering and Cosmetology. She also holds a current license as a manicurist. Mrs. Martinez has worked as a manicurist and stylist for several salons in the area.

**INSTRUCTOR QUALIFICATIONS**

Instructional staff members possess current state licenses issued by the Board of Barbering and Cosmetology. In addition, all instructors possess a minimum of three years experience in the industry.

**INSTRUCTOR SUBSTITUTES**

Day and evening faculty alternate schedules to accommodate absences.

**SCHOOL RULES**

The prime purpose of school rules is a coexistence plan for peaceful and pleasant surroundings.

1. _____ Abide by the State Bureau of Barbering & Cosmetology Rules, Regulations, and Act.
2. _____ Conduct yourself in a helpful, respectful, professional manner at all times.
3. _____ No insulting statements; no yelling; no harsh or foul language; no derogatory name calling; no malicious gossiping; no general rudeness; and, being under the influence of drugs or alcohol on or about the school premises is not permitted. Any of these actions will warrant an immediate clock out and three days suspension, and possible withdraw.
4. _____ Attend school and theories per schedule and agreement: Five (5) unexcused absences in one (1) month is cause for withdrawal. Excused absences are for illness, doctor's appointment, death in the family, birth, legal appointment or court order, etc. Absences must be substantiated.

Tardiness beyond seven (7) minutes in the morning will not allow the day students to receive an hour in Theory. Any student arriving after 8:37 a.m. will not be allowed to clock in until after 9:45 a.m., upon completion of the morning break. The late student will not disrupt any of the classes in progress.

All non-immigrant students with I-20 Student Visas will be required to attend a minimum of 22 hours per week of classroom instruction in accordance with maintenance of a full course of study. Students attending the day class may not exceed 8 hours of unexcused absences per week. Students attending the evening class may not exceed 3 hours of unexcused absences per week.
The minimum requirement for acceptable attendance is 70%. Students must have completed 70% or more of the hours scheduled between the start date and the last day of the period under evaluation at all times. The policy is specifically discussed in the Satisfactory Academic Progress Policy. Make-up work/tests must be arranged by the student with the individual instructor.

5. _____ Clock in and out ON YOUR TIME CARD.

**Upon leaving, you must clock out. Leaving without clocking out or clocking another student in or out is grounds for suspension and/or withdrawal. Abuse of clock hours, i.e. clocking in from lunch and then returning to lunch in school, will warrant an immediate write up the first time; second abuse will be clock out and one (1) day suspension; third abuse will be clock out and three (3) days suspension; more than three violations will be a possible withdraw.**

The school gives appropriate credit for all operations and clock hours attended, and does not deduct clock hours as a penalty for any reason. The school does not assign additional clock hours for any reason. The school provides that students' total clock hours for each day shall be rounded to no more than the nearest quarter hour. Clock hours are posted daily to an individual attendance sheet, and audited weekly.

6. _____ Do not leave class without permission.

7. _____ Be responsible for your personal property. Anyone caught stealing will be withdrawn.

8. _____ Dress Code:

   **Women:** Clean and pressed black shirt and black pants / or white uniform top, dark slacks, black shoes with crepe soles and closed heel and toe. Students must look professional in appearance.

   **Men:** Clean and pressed black top, black pants, appropriate length skirt, black uniform type shoes, closed toe, or other approved shoes. **NO slipper type shoes.** Students must look professional in appearance.

9. _____ Students must receive permission from Instructor before doing or receiving personal service.

10. ____ Do not refuse to do assigned classes, operations or patrons.

11. ____ Do assigned clean-up duties. Keep work area and floor around your vicinity clean.

12. ____ No smoking, eating, chewing gum or lounging in the clinic area, during theory or in the freshman room. No smoking in front of the school. The school is a non-smoking area.

13. ____ Students must have approved equipment and textbook at the school AT ALL TIMES.

14. ____ Day class students are required to park in the back southwest parking area or on the street. Students taking evening classes should park close to the front of the school.

15. ____ Depending on the student’s school attendance schedule, students may be suspended for not attending the last scheduled day or night class of their weekly schedule unless they have prior approval or a valid documented reason for their absence. Students who have a 20, 25 or 27 hour weekly school attendance schedule who are absent FRIDAY are to return the following school day. Students who have a 30 hour weekly school attendance schedule who are absent SATURDAY are to return the following school day. The school will examine the information and advise the student if they will be suspended for their absence and what day he or she will be SUSPENDED. If the student’s last day of scheduled weekly attendance is FRIDAY or SATURDAY and they are late, they will receive a WRITE-UP. When the student receives 3 write-ups for tardiness in a month they will be suspended for 1 day. The school will advise what day he or she will be suspended.

16. ____ Cosmetology students cannot wear long (claw) nails. A student who is in non-compliance will be responsible for any negligence. Negligence means injuring a person with such long (claw) nails.

17. ____ **NO PERSONAL PHONE CALLS EXCEPT EMERGENCIES! THE CALLER MUST BE PREPARED TO TELL THE SUPERVISOR THE NATURE OF THE EMERGENCY.**

18. ____ All ornamental facial hardware or jewelry is subject to approval by the school Administrator.

19. ____ All students are to be prepared with the necessary items and are required to participate in the theory classes, demonstrations, special classes and the mock boards, unless they have instructor’s approval.

20. ____ Students are not permitted to have personal services on Saturday or the day before a holiday, without specific permission from the instructor.
21. School’s Right to Terminate: The Buyer/Student may be terminated from enrollment at the discretion of the School Director, if the Student/Buyer’s academic progress, behavior, attendance, lateness or dress does not conform to the requirements, rules and regulations of the school as set out in the catalog; and any documented clarifications or modifications to the school rules subsequently provided to the student body. Continuous violation of the above rules is cause for withdrawal.

22. Lost, mutilated, or stolen items will be replaced at the expense of the student. The school is not responsible for any lost, mutilated, or stolen items.

23. The school reserves the right to make necessary changes in the above rules at any time and all students will be notified of any change(s) immediately.

24. The school reserves the right to change or modify, without notification, the program content, books and supplies, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary and Vocational Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

25. It is a state board violation to use the shampoo bowl without a strainer. Any student that uses a shampoo bowl without a strainer or that removes the strainer, student will be immediately clocked out and suspended for three days not including the day of the violation.

26. Students are allowed to wear an (1) earphone only while they are practicing. No earphones will be worn when students are working on clients, during training or lecture classes, or during any theory time.

27. Time cards are the property of the school and students are prohibited from making any copies of them by any means including cell phone photos.

ADVISORY SERVICES & ACADEMIC EVALUATIONS

Advisory services are provided to any student on personal, career, or educational needs prior to entry, upon entry, and after graduation. Student can make an appointment with the Director, Financial Aid Officer, or staff member of their preference to provide advisory services. The school provides monthly grading sheets for practical operations.

Referral to Professional Assistance

Avancé Beauty College does not employ counselors, but referrals to professionals for assistance are available. A binder containing referral information for the south Bay Area is maintained in the office. All staff, All staff members and students have access to the binder information. The staff member documents the request for information, but the specific for sensitive issues are not documented. "Confidential" is denoted in the area for type of referral. These types of referrals are generally, but not limited to, the following:

1. Child Care Centers/Providers
2. Domestic Violence
3. Welfare Services
4. Alcohol and Drug Related Matter
5. Adult Continuation School (G.E.D. and High School Diploma)
6. Continuing Education

COMPLAINT PROCEDURE

A student, instructor, or interested party may file a complaint. Persons seeking to file a complaint are advised to follow the procedure below:

- Complaint must be in writing to the school owner/ Director or Chief Executive Officer.
- The complaint must outline the allegations or nature of the complaint.
- The complaint must outline the requested action the complaining party feels would rectify the situation.
- All written complaints are responded to within 10 days.
- Complainant is required to try to resolve the problem through the school’s complaint process prior to filing a complaint with NACCAS. the school’s accrediting agency.
• Complainant is not required to try to resolve the problem through the school’s complaint process prior
to filing a complaint with the Department of Consumer Affairs and the Bureau for Private
Postsecondary Education (BPPE).

A student or any member of the public may file a complaint about this institution with the Bureau for Private
Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be
obtained on the bureau’s internet website www.bppe.ca.gov. In the event that the complaining party
wants to mail information to the Bureau for Private Postsecondary Education (BPPE), the contact information
for BPPE is P.O. Box 980818, Sacramento, CA 95798-0818, E-mail: bppe@dca.ca.gov

The contact information for the accrediting agency is the National Accrediting Commission of Career Arts &
Sciences (NACCAS), 4401 Ford Ave., Ste. 1300, Alexandria, VA 22302, telephone no.: 703-600-7600, E-
mail: webinfo@naccas.org.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract with the school, without any penalty or obligation on the seventh calendar
day following your first class session as described in the Notice of Cancellation form provided to you at
the first class you go to (or in your “Pre-Enrollment Disclosures” packet). A different cancellation
policy applies for home study or correspondence courses. Read the Notice of Cancellation 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 or assistance from the State of
California, i.e., the Student Tuition Relief Fund. If you feel you need assistance beyond what is offered
from the school, you can contact the State agency that administers the STRF printed below for
information.

POLICY REGARDING STUDENT RECORDS

Avancé Beauty College maintains current students’ records for a period of not less than five (5) years at its
principal place of business. Students, and/or the parents or guardian of a dependent minor, have the right to
gain access to the student’s files/records. The student and/or the parents/guardian of a dependent minor must
make an appointment during the office hours. Any access or review by a student or applicable parent must
be made under the supervision of the Director or his delegate. Written consent from a student is required
before files/records may be disclosed to a third party, with the exception of the accrediting commission,
governmental agencies so authorized by law.

FERPA

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

• Parents or eligible students have the right to inspect and review the student's education records maintained
by the school within 45 days after the School receives a request for access. A student should submit to the
registrar, dean, head of the academic department, or other appropriate official, a written request that identifies
the record(s) the student wishes to inspect. The school official will make arrangements for access and notify
the student of the time and place where the records may be inspected. If the records are not maintained by the
school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request the school correct records, which they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record shall write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision, and the student's right to a hearing regarding the request for amendment. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Parents or eligible students have the right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student in order to release information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Authorized Government Officials;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Authorized Government Officials include authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the School's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported educational programs, or for the enforcement of or compliance with Federal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.3l(a)(3) and 99.35)

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook/catalog, newspaper article or website) is left to the discretion of each school.
Disciplinary Proceedings Disclosure (Violent Crimes):
The HEOA adds a new requirement under which an institution must, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Right to file a complaint:
Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202

COPYRIGHTED MATERIAL

In accordance with Federal Copyright laws, it is a punishable crime to reproduce copyrighted materials.

A new subparagraph (P) of section 485(a)(1) of the HEA requires a description of institutional policies and sanctions related to copyright infringement and civil and criminal liabilities students may face for unauthorized distribution of copyrighted materials which includes unauthorized peer-to-peer file sharing and the prohibited use of the institution’s information technology system for those activities. If students are determined to be reproducing copyrighted materials and distributing them at the school to others, the student will be subject to the progressive corrective discipline policy of the school.

VOTER REGISTRATION

Voter registration forms are available in the school main office or by downloading the form from the following website https://www.sos.ca.gov/nvrc/fedform/

VACCINATIONS

Avancé Beauty College does not have a specific policy requiring students to provide proof of vaccinations. Vaccinations are at the discretion of the student.

FIRE, SAFETY REPORT

Avancé Beauty College has an EMERGENCY EVACUATION PLAN in place. The Evacuation Plan is posted in 4 locations around the campus and is outlined in the Disclosures package provided to potential students. There are 6 emergency exits. There are three fire extinguishers, which are serviced each year by an outside company. Avancé Beauty College has been in the same location for 31 years without an incident of a fire. The school offers no on campus housing. The institution accident report is updated by year.

CAREER OPPORTUNITIES

A career in the field of Cosmetology offers a variety of interesting applicable skills. The Cosmetology field is bigger than ever, never a worry about being replaced by computers or foreign imports. ENHANCING A PERSON’S BEAUTY IS VERY EDIFYING. Consequently, this will be self-rewarding and gratifying. The following CAREER OPPORTUNITIES are available, but not limited to:

- COSMETOLOGIST (HAIR STYLIST), HAIR/SCALP SPECIALIST, DRESS WIGS, HAIR REMOVAL
- COSMETOLOGIST ASSISTANT, SALON RECEPTIONIST
- FACIALIST, SKIN CARE SPECIALIST (DOES NOT INCLUDE ESTHETICIAN), DERMATOLIST ASSISTANT
- MANICURIST, NAIL TECHNICIAN
- MAKE-UP ARTIST, MAKE-UP SALES SPECIALIST
- PLATFORM/RUNWAY ARTIST
- HAIR COLORING REPRESENTATIVE
In accordance with California Education Code §94910 (f)(3), Avancé Beauty College or any representative of the school does not make any express or implied claim about the salary that may be earned after completing the educational program.

Program: Cosmetology

Classification of Instruction Program Code (CIP): 12.0401 Cosmetology/Cosmetologist General

Standard Occupational Classifications from Bureau of Labor Statistics- SOC Codes:

Makeup Artist http://www.bls.gov/soc/2010/soc395091.htm;
Skin Care http://www.bls.gov/soc/2010/soc395093.htm

O*Net Online Education Crosswalk to CIP code: Hair stylist http://www.onetonline.org/link/summary/39-5012.00
Makeup Artist http://www.onetonline.org/link/summary/39-5091.00
Manicurist & Pedicurist http://www.onetonline.org/link/summary/39-5092.00
Shampooing http://www.onetonline.org/link/summary/39-5093.00
Skin Care http://www.onetonline.org/link/summary/39-5094.00

Employment Prerequisites of a Cosmetologist:

Licensure Restrictions: The State Board of Barbering and Cosmetology requires that the Applicants must report on the Application for Examination whether they have been convicted of, or pled no contest to, a violation of any law of the United States, in any state, local jurisdiction, or any foreign country? Included must be all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic violations of $500.00 or less need not be reported). Also required is whether the Applicants have ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country. Specific document requirements are on the www.barbercosmo.ca.gov/ website.

Physical Requirements of Industry: To qualify for enrollment, Avance’ Beauty College adheres to the Americans with Disabilities Act and the California Fair Employment and Housing Act. The school makes reasonable accommodations for disabled persons and insures that there are not safety issues. The State Board of Barbering and Cosmetology offers reasonable accommodations for disabled persons in compliance with the Americans with Disabilities Act and the California Fair Employment and Housing Act.
Health and Physical Considerations: We accept students with physical limitations or disabilities. Enrollment candidates should be aware before making their career choice that in most aspects of the beauty industry field there is a great deal of standing, walking, pushing, bending and stretching possibility for long periods of time.

Requirements of Employers: Applicants to salons must be professional and knowledgeable of the Code and Regulations governing the Board of Barbering & Cosmetology. Any other requirements to be considered for employment in the cosmetology field are established on an individual salon basis.

ENGLISH AS A SECOND LANGUAGE

Avancé Beauty College does not offer English as a Second Language instruction. However, all prospective students that are accepted for enrollment must be proficient in the English or Spanish language. All students enrolled in the school must possess a high school diploma, GED or have passed an ATB test in either English or Spanish.

BILINGUAL CLASSES

This institution does offer students the option to take the cosmetology course in a bilingual Spanish program. Students are required to have proficiency in at least one of the languages in which classes are offered. This proficiency is evidenced by possession of a high school diploma, GED or have passed an ATB test in Spanish.

ON-CAMPUS HOUSING

Avancé Beauty College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. Average rental rate in the zip codes within approximately 5 miles from the institution range from $800.00 to $1300.00 a month. In accordance, The CALIFORNIA STUDENT AID COMMISSION 2016-17 Student Expense Budgets reflects the off campus housing as $953.00 a month; and 2017-18 reflects the off campus housing as $1,030.00.

Handicap Facilities Available+

THIS IS NOT A PUBLIC INSTITUTION
ADDENDUM 1 - SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled in the NACCAS-approved programs at this institution and scheduled for a particular category of attendance (part-time/full-time): Cosmetology (1600 clock hours) (English language program); and, Cosmetology (1600 clock hours) (Spanish language program). The following standards of Satisfactory Academic Progress (SAP) Policy are contained in the school’s Disclosure Documents and on the Student Enrollment/Disclosures Check List 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.

A. Satisfactory Academic Progress (SAP) Evaluations

Satisfactory Academic Progress (SAP) evaluations include both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on cumulative basis at the designated evaluation periods throughout the course. The student’s SAP is measured from the date that the student began training at the school through the date of each evaluation. Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory academic progress. The qualitative element used to determine academic progress of a minimum of 70% is a reasonable system of grades as determined by assigned academic learning.

Students are evaluated for Satisfactory Academic Progress (SAP) when the student completes the actual number of hours required for each payment period as determined by the Department of Education: 450 hours; 900 hours; 1250 hours; and, the final 1600 clocked (actual) hours required as a transcript. The evaluations are scheduled at the mid-point of the academic years established by the Department of Education, and the final 1600 clock (actual) hours evaluation meets the requirement of a final transcript required by the Bureau of Private Postsecondary Education. The first academic year is 900 hours with a mid-point of 450 hours. The second academic year is 700 hours, of a full academic year of 900 hours. The mid-point of the second year of 700 hours is 350 hours. The evaluation periods are similar in length as they are no later than the mid-point of the applicable academic year. The evaluation periods are based on actual hours completed.

The first evaluation will occur at 450 hours, no later than the mid-point of the academic year or the course and/or program, whichever occurs sooner.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Academic Year</th>
<th>Midpoint of Academic Year</th>
<th>Midpoint of Program Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>900</td>
<td>450</td>
<td>800</td>
</tr>
</tbody>
</table>

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

The grading system is based on the alphabet and percentage system, which are synonymous:

- “A” 90 - 100 = EXCELLENT
- “B” 80 - 89 = ABOVE SATISFACTORY
- “C” 70 - 79 = SATISFACTORY
- “U” 69 - LESS = NOT SATISFACTORY

Students must maintain a minimum acceptable level of progress at least the equivalent of a 70% cumulative grade average consistent with the school’s requirements for graduation.
(a) **Attendance Evaluation**

The evaluation periods are based on actual hours completed. The actual hours completed are divided by the total scheduled hours available to determine the percentage of attendance. Students must have completed 70% of the hours scheduled between the start date and the last day of the period under evaluation to meet satisfactory academic progress.

1) **Maximum Time Frame for Course Completion**

Students are required to complete the course within 1.43 times the course length of 1600 clock hours. Students meeting these minimum requirements are expected to be able to complete their course of study within the maximum time frame of 2,228 hours.

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Weeks</th>
<th>Maximum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (FT 30 hrs/wk) 1600 hours</td>
<td>76 (76.27)</td>
<td>2,228</td>
</tr>
<tr>
<td>Cosmetology (FT 27 hrs/wk) 1600 hours</td>
<td>85 (84.74)</td>
<td>2,228</td>
</tr>
<tr>
<td>Cosmetology (FT 25 hrs/wk) 1600 hours</td>
<td>92 (91.52)</td>
<td>2,228</td>
</tr>
<tr>
<td>Cosmetology (PT 20 hrs/wk) 1600 hours</td>
<td>114 (114.4)</td>
<td>2,228</td>
</tr>
</tbody>
</table>

If a student’s enrollment is temporarily interrupted due to a Leave of Absence (LOA), the days elapsed during the LOA will extend the student’s contract period and the maximum time frame by the same amount of days taken in the LOA.

Students will not be terminated because they will not be able to complete the program within the maximum time frame. They will lose the Federal Financial Aid.

(b) **Academic Progress Evaluation**

Students are assigned academic learning and 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. At least two comprehensive practical skills evaluations will be conducted through the course of study. Practical skills are evaluated according to text procedures and State Board procedures as set forth in practical skills evaluation criteria adopted by the school. Qualitative factors are evaluated to determine academic performance using a reasonable system of grades and/or work projects completed and or comparable factors measureable against the norm.

Academic progress is determined by the following factors:
- Theory (Theory exams, Theory Assignments)
- Practical/clinical work - 50% results of practical skills evaluations of text procedures and State Board Operations assessed by instructor; and, 50% -number of procedures completed (students’ effort has equal weight in grading process as the instructors’ assessment)

Practical Skills Evaluation grading sheets are provided to students to enable them to track their progress, and to use as study guides for the practical portion of the State Board licensing exam. The Practical Skills Evaluation grading scores are totaled by operation category and posted to the computer to calculate the cumulative results of the practical skills grading. The original summary sheet is filed in the student’s file. The Practical Skills Evaluation sheets are the source for the cumulative progress records used for the evaluations.

Written progress records are maintained by the school. The evaluations reflect: attendance, ability (number of operations attained and grading of text procedures and State Board Operations procedures), and test scores. Students may review their cumulative record during office hours under the supervision of an instructor. Evaluation results are provided to each student when the actual pay period hours are
reached (450 hours, 900 hours, 1250 hours) and the final transcript of 1600 hours. Students receive a hard-
copy of their Satisfactory Academic Progress (SAP) determination at the time of each evaluation. The
evaluation results are discussed with the student. The student is notified of any evaluation that impacts
the student’s eligibility for financial aid, if applicable.

Makeup work, such as tests, etc., must be arranged by the student with their individual instructor.

B. Determination of Status
Students who meet the minimum requirements for successful course completion and academic progress will be
considered to be making satisfactory progress, until the next scheduled evaluation. Students who fail to meet
minimum requirements for attendance or academic progress at an evaluation period are placed on warning and
considered to be making satisfactory academic progress during the warning period, until the next scheduled
evaluation point. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA
program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination
that has resulted in the status of probation.

C. Re-establishment of Status
Students may re-establish satisfactory academic progress and Title IV aid eligibility, if applicable, by
meeting the 70% minimum attendance and academic satisfactory academic progress standards by the end
of the evaluation period.

D. Warning Status
A student who fails to meet minimum requirements for attendance or academic progress is placed on warning
status until the next evaluation; he/she is considered to be making satisfactory academic progress during the
warning period without having to appeal. 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 appeal to be placed on probation and, if
applicable, students may be deemed ineligible to receive Title IV funds. Students cannot be placed in warning
status for consecutive periods.

E. Probation Status
The school allows for the status of probation for students who are not considered meeting minimum standards for
satisfactory academic progress if the student meets all of the criteria detailed in the SAP policy prior to being
placed on probation.

The school evaluates the student’s progress and determines that the student did not make satisfactory academic
progress during the warning period. Student’s 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 period while during the probationary period, if the student appeals the negative progress determination
prior to being placed on the probationary period, and prevails upon appeal. The student must prevail upon appeal
of a negative progress determination prior to being placed on probation. Additionally, the school determines that
the student has the ability (mathematically possible) to meet the Satisfactory Academic Progress Policy standards,
projected on a cumulative basis, by the end of the evaluation period.

As an option, the school develops an academic plan for the student that, if followed, will ensure that the student is
able to meet the school’s satisfactory academic progress requirements by a specific point within the maximum
timeframe established for the individual student. The academic plan is used when the student’s averages were too
low to enable them to be able to meet the standards by the subsequent evaluation period but they could meet the
standards in the maximum time frame. The academic plan is optional but if used it must be documented.
Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of
the maximum time frame. Students who are progressing according to the 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. Students cannot be placed in probationary status for consecutive periods.

F. Appeal Procedures
The school permits a student to appeal a negative satisfactory academic progress determination in accordance with the stated policy.

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within (10) ten calendar days. Reasons for which a student may appeal a negative progress determination include but are not limited to: death of a relative; an injury or illness of the student or an immediate family member that requires student’s care; emotional or mental health issue for student or immediate family member that requires student’s care; or any other allowable special or mitigating circumstances (divorce/separation, natural disaster, extreme change in financial or legal circumstances, etc). The student must submit a written appeal to the school with available supporting documentation of the reasons why the determination should be reversed. The information should include why the student failed to make satisfactory academic progress and 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.

G. Re-establishing eligibility for aid payments by:
   a. Prevailing upon an appeal;
   b. Students may re-establish their eligibility for Financial Aid assistance by achieving satisfactory academic progress for the next pay period (i.e., 450-900 hours, 900-1250 hours). The cost of the next pay period will be at the student’s own expense as they are ineligible for aid;
   c. By meeting the minimum requirements (Items a or b herein) students will be eligible to receive aid awarded for the payment period under evaluation and not for prior payment periods in which the student did not receive aid.

H. SAP Leave of Absence
The student must request a Leave of Absence (LOA) in writing prior to the LOA, unless there are mitigating circumstances prohibiting a prior request. The request must be signed by the student, dated and contain the following information: start date, date of expected return, reason for request. The LOA must be approved by the Director. There will be no school charges to the student associated with a LOA. If attendance is temporarily interrupted for a LOA, the student will return to the school in the same progress status as prior to the LOA. If the student does not return from a LOA the six month grace period for repayment of Federal Direct Loan commences the student’s last day of attendance in the school. The student will be withdrawn if he or she fails to return from the Leave of Absence.

The student’s contract period and the maximum time frame period will be extended by the same number of calendar days taken in a Leave of Absence (LOA). The days taken in a Leave of Absence (LOA) will not be included in the calculation of the student’s cumulative attendance percentage.

I. Re-entry/ Re-enrollment
Students who withdraw prior to the completion of the course and wish to re-enroll will return in the same academic progress status as at the time of withdrawal.
J. Course Incomplete, Withdrawals, Non-credit, Repetitions and Remedial courses
Non-credit, repetitions and remedial courses do not apply to this institution. Therefore, this institution does not have a policy regarding these situations (these items have no effect upon the schools satisfactory progress standards).

K. Transfer Hours
Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.
ADDENDUM 2 - FINANCIAL AID (Consumer Information)

Avancé Beauty College participates in the following financial aid programs:

1. Federal Pell Grant program.
2. Federal Guaranteed Student Loan program – as of June 1, 2016, the School is not writing contract with Loans:
   a. Federal Stafford Student Loan (SSL), subsidized/unsubsidized
   b. Federal Direct Loan, subsidized/unsubsidized
   c. Federal Parent Loan Program (PLUS)

You are eligible to apply for financial aid if you are:
1) Accepted for enrollment.
2) A citizen or permanent resident of the United States.
3) A high school graduate, or equivalent; or, are beyond the age of compulsory education and demonstrated the ability to benefit from training by previous enrollment in an approved school as a ATB student.

To apply for financial aid, you must complete a Free Application for Federal Student Aid (FAFSA) for each fiscal year starting July 1, that you would be enrolled in this institution. You can visit the following sites:

Subsidized and unsubsidized Federal Direct Loans

Federal Direct Plus Loans
http://studentaid.ed.gov/types/loans/plus;

Funding Your Education Beyond High School

Federal Student Loan: Learn the Basics and Manage your Debt

The information on the FASFAS must be accurate to determine your eligibility for the financial aid offered by the institution. Avancé Beauty College offers Pell Grants and SEOG. As of 6/1/2016 Avancé Beauty College no longer writes contracts containing loans. All Enrollment Agreements written prior to 6/1/2016 containing Federal Stafford Student Loans will be processed with the loans stated.

For Pell Grant, SEOG, Stafford Direct Loans (subsidized, unsubsidized and PLUS), eligibility is determined on the basis of need using the Estimated Family Contributions (EFC) and Congressional Method (FC).

School will attempt to award any available grant aid (Pell), prior to certifying loan eligibility for the Enrollment Agreements written prior to 6/1/2016 that contain loans.

The following are the interest rates and fees for the Stafford Direct Loans first disbursement date on or after July 1, 2016 and prior to July 1, 2017:

- Direct Subsidized Loans: 3.76% fixed rate -1.068% origination loan fee (effective 10-1-15 to 9-30-16)
- Direct Unsub Loans: 3.76% fixed rate -1.068% origination loan fee (effective 10-1-15 to 9-30-16)
- Direct Plus Loans: 6.31% fixed rate -4.272%. origination loan fee (effective 10-1-15 to 9-30-16)

The loans are available for a two year period in a 1600 clock hour school. 900 hours qualifies as a full year. The 1st year is 900 clock hours, and the 2nd year is 700 clock hours. The 2nd year is qualifies for 7/9 of the total available loan funds. The following are the loan limits for the Stafford Direct Loans first disbursement date on or after July 1, 2016 and prior to July 1, 2017:

- Direct Subsidized Loans – 1st year: Dependent rate: $3,500 subsidized & $2,000 unsubsidized
  Independent rate: $3,500 subsidized & $6,000 unsubsidized
- Direct Subsidized Loans – 2nd year: Dependent rate: $3,500 subsidized & $2,000 unsubsidized
  Independent rate: $3,500 subsidized & $6,000 unsubsidized
- Direct Plus Loans – Cannot exceed cost of attendance minus financial aid received for the budget

The total Pell Grants available for the year 2016-2017 for those who qualify are as follows:

- 1st award year of 900 hours - $5,815
- 2nd award year of 700 hours - $4,522

The school also participates in the SEOG program, which is free money to the student for which the school contributes a specific match amount for those most in need who qualify as determined by the student’s EFC. The SEOG money can be a $100.00 or more to each student with a low EFC.
9. Effective July 1, 2011, the HEOA adds a new provision at section 484(r)(2)(B) of the HEA that allows a student whose eligibility has been suspended due to a drug conviction to resume eligibility if the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary.

R. Gonzalez Management, Inc. (RGM) processes the financial aid awards and the direct loans for Avancé Beauty College. RGM has been an expert in financial aid for over 36 years.
ADDENDUM 3 - Eligible Career Pathway Programs for ATB Students

Career pathways refer to a combination of rigorous and high-quality education, training, and support services that are aligned with the skill needs of industries in State or regional economies, preparing individuals to be successful in secondary or postsecondary education programs and the labor market. In recent years, the Federal government has worked to identify the elements of a high-quality career pathway program. Under Pub. L. 113-235, Congress provided an opportunity for students who are enrolled in eligible career pathway programs, but who lack a high school diploma or its recognized equivalent, or who did not complete a secondary school education in a home school setting, to become eligible for Title IV aid using one of the ATB alternatives.

To become eligible for Title IV aid under one of the ATB alternatives described above, the student must be enrolled in an “eligible career pathway program,” as defined in section 484(d)(2) of the HEA. Any institution, whether public, nonprofit, or for-profit, may offer an eligible career pathway program. An eligible career pathway program must:

- Concurrently enroll students in connected adult education and eligible postsecondary programs;
- Provide students with counseling and supportive services to identify and attain academic and career goals;
- Provide structured course sequences that—
  - Are articulated and contextualized; and
  - Allow students to advance to higher levels of education and employment;
- Provide opportunities for acceleration for students to attain recognized postsecondary credentials, including degrees, industry relevant certifications, and certificates of completion of apprenticeship programs;
- Be organized to meet the needs of adults;
- Be aligned with the education and skill needs of the regional economy; and
- Have been developed and implemented in collaboration with partners in business, workforce development, and economic development.

As stated above, an eligible career pathway program contains two components: an adult education component and a Title IV eligible postsecondary program component. In this context, “adult education” has the same definition as it does under the Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (Pub. L. 113-128) and includes academic instruction and education services below the postsecondary level that increase an individual’s ability to:

- Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- Transition to postsecondary education and training; and
- Obtain employment.

The Title IV eligible postsecondary program component of an eligible career pathway program must meet the definition of an eligible program under 34 CFR 668.8 in order for students enrolled in the eligible career pathway program to be eligible for Title IV aid. An eligible career pathway program, as defined in section 484(d)(2) of the HEA, is not itself an eligible program under 34 CFR 668.8 because it contains an adult education component that includes, by definition, coursework that is below the postsecondary level. Therefore, an institution may not include the cost of the adult education component of an eligible career pathway program in a student’s cost of attendance as defined in section 472 of HEA and may not pay for the cost of the adult education component using Title IV aid. The only costs that can be included in a student’s cost of attendance are those associated with the Title IV eligible postsecondary program component.
Similarly, credit or clock hours associated with adult education coursework cannot be incorporated into a student’s Title IV enrollment status, regardless of whether the institution considers the adult education coursework to be remedial. However, costs for noncredit or reduced credit remedial coursework that is not part of the adult education component of the eligible career pathway program, but is associated with the Title IV eligible postsecondary program component, can be included in a student’s cost of attendance. That coursework can also be included in the student’s Title IV enrollment status. For more information on remedial coursework, please see Volume 1, Chapter 1 of the FSA Handbook.

Under the statute, a student is not eligible for Title IV aid if the student is enrolled in elementary or secondary school. However, while the adult education component of an eligible career pathway program includes instruction below the postsecondary level, adult education is not secondary school education. Therefore, a student enrolled in an eligible career pathway program does not lose eligibility because the student is not considered to be enrolled in secondary school.

As noted above, the term “career pathway program” is also defined in the Workforce Innovation and Opportunity Act, and in other laws, including State and local laws. The definition of an eligible career pathway program under section 484(d)(2) of the HEA may differ from definitions in these other laws. A program that qualifies for funding under the Workforce Innovation and Opportunity Act or another law may not meet the definition of an eligible career pathway program in section 484(d)(2) of the HEA. To provide Title IV aid to students who are eligible only through one of the ATB alternatives allowed under the new law, an institution must ensure that its eligible career pathway program(s) meets the requirements under section 484(d)(2) of the HEA as described above.

Approved ATB Tests
As of the date of this letter, the approved ATB tests are:

<table>
<thead>
<tr>
<th>Test Publisher Name</th>
<th>Test Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of Classroom Teacher Testers (ACTT)</td>
<td>Combined English Skills Assessment (CELSA)</td>
</tr>
<tr>
<td>The College Board</td>
<td>ACCUPLACER</td>
</tr>
<tr>
<td>Wonderlic Inc</td>
<td>Wonderlic Basic Skills Test</td>
</tr>
</tbody>
</table>

The ATB test must be administered by an independent proctor certified by the Approved Test Publisher. The cost of the ATB test is set by the proctor and is paid by the applicant. Additional information may be obtained from the Avancé admissions staff.

Effect of Timing of ATB Test and Completed Credits on Eligibility for Title IV Aid
A student who was enrolled in an eligible career pathway program as of July 1, 2014, and who meets one of the ATB alternatives prior to July 1, 2014, may be awarded a Federal Pell Grant, TEACH Grant, and any aid from the Title IV campus-based programs beginning with the first payment period of the 2014–2015 award year in which the student was enrolled. A Direct Loan can be awarded for the entire loan period that includes July 1, 2014.

A student who was enrolled in an eligible career pathway program as of July 1, 2014, and who meets one of the ATB alternatives on or after July 1, 2014, may be awarded a Federal Pell Grant, TEACH Grant, and any aid from the Title IV campus-based programs beginning with the payment period in which the student meets the ATB alternative. A Direct Loan can be awarded for the entire loan period that includes the date when the student meets the ATB alternative.
Career Pathway Alternative Pell Grant Disbursement Schedules

In general, the Federal Pell Grant Program receives funding from two sources in the Federal budget, discretionary appropriations and mandatory funding. Public Law 113-235 amended section 401(b)(2)(A)(ii) of the HEA, which provides the amount of Pell Grant funds a student who is enrolled in an eligible career pathway program is eligible to receive. Beginning with the 2015–2016 award year, some students, as described below, will only be eligible for the amount provided under the discretionary appropriation. These Limited Pell Grant awards for such students will be determined using the appropriate Career Pathway Alternative Pell Grant Disbursement Schedules that are attached to this letter.

**Limited Pell Grant** – Any student whose first enrollment in any Title IV eligible postsecondary program was on or after July 1, 2015, and is eligible under one of the ATB alternatives for enrollment in an eligible career pathway program, will only be eligible for a Limited Pell Grant award. Institutions must use the attached Career Pathway Alternative Pell Grant Disbursement Schedules to determine the amount for which the student is eligible. The maximum Limited Pell Grant amount that such a student may receive for enrollment in an eligible career pathway program for the 2015–2016 award year is $4,860.

Note that the Career Pathway Alternative Pell Grant Disbursement Schedules use the same maximum Pell Grant eligible expected family contribution (EFC) that was used to develop the Regular Federal Pell Grant Payment and Disbursement Schedules. Once the student’s annual award amount is determined using the Career Pathway Alternative Pell Grant Disbursement Schedules, all other Pell funding calculations (e.g. determining the Pell Grant amount for each payment period) are the same as those used for Regular Pell Grant awards, but based on the Career Pathway Alternative Pell Grant Disbursement Schedules.

Although a student in an eligible career pathway program may have his or her Pell Grant award determined using the Career Pathway Alternative Pell Grant Disbursement Schedules, calculation of the percentage of the student’s annual Scheduled Award used will be based on the student’s full Scheduled Award under the Regular Federal Pell Grant Payment Schedule. For example, a student in an eligible career pathway program who is only eligible for a Limited Pell Grant award and has an EFC of 0 for the 2015–2016 award year will only receive $4,860 if that student attends full-time for the full year. The student would only have used 84.1558% ($4,860 / $5,775) of the student’s Scheduled Award for the 2015–2016 award year. For more information on calculating Pell Grant awards please see Volume 3, Chapter 3 of the FSA Handbook.

**Regular Pell Grant** – Any otherwise eligible student whose first enrollment in any Title IV eligible postsecondary program was before July 1, 2015, and who is enrolled in an eligible career pathway program in or subsequent to the 2015–2016 award year, is eligible for a Regular Pell Grant award. For these students, institutions must use the Regular Federal Pell Grant Payment and Disbursement Schedules published in GEN-15-02 for the 2015–2016 award year and the Federal Pell Grant Payment and Disbursement Schedules that are published annually for subsequent award years.

For a student who enrolls in an eligible career pathway program on or after July 1, 2015, an institution must determine whether the student should receive a Regular Pell Grant award or a Limited Pell Grant award based on when the student began attendance in any Title IV eligible postsecondary program, without regard to whether the student received Title IV aid. For example, consider a student who enrolled in a Title IV eligible postsecondary program at School A in August 2003 in the 2003–2004 award year and then enrolls in an eligible career pathway program at School B in December 2015 in the 2015–2016 award year. Because this student first enrolled in a Title IV eligible postsecondary program before July 1, 2015, the student would be eligible for the Regular Pell Grant amount (using the schedules from GEN-15-02) at School B for a maximum Pell Grant amount of $5,775 in the 2015–2016 award year, regardless of whether the student received Title IV aid for the earlier enrollment at School A.
Documentation – An institution must document its determination as to whether a student qualifies for a Limited Pell Grant award or a Regular Pell Grant award for the 2015–2016 award year and for any subsequent award years. If the institution’s determination is that the student is eligible for a Regular Pell Grant award, such documentation could include documentation from the National Student Loan Data System that the student previously received Title IV aid, or a transcript or other documentation from a previous institution that demonstrates that the student was enrolled in an eligible program at a Title IV institution.
MEMO

Date: January 26, 2012

To: California State Approving Agency for Veterans Education

From: James P. Duckham, Owner/Director
Avancé Beauty College

Subject: Addendum to CSAAVE Form 11076 – Initial Approval Process

The California Department of Veterans Affairs, California State Approving Agency for Veterans Education (CSAAVE), requires the following policies to be addressed during the Initial Catalog Approval Process of Avancé Beauty College. Although these criteria are not applicable to the operations of Avancé Beauty College, they are required to be identified and disclosed as not applicable to the California State Approving Agency for Veterans Education, as well as the eligible student.

Television Courses.
Teacher Certification Courses.
Studying Abroad.
Independent Study, Online Study, or Self-paced Courses.
Combination Programs/Dual Majors.
Cooperative Education.
Nursing Fieldwork.
Professional Internship/Clinical Pastoral.
Branches w/o Administrative Capability.
Clinical training required for medical or dental specialty course.
Non-contracted Training Courses (fire and law enforcement academies).
High School Diploma Program.

Signature of School Official: ___________________________ Date: ______________

Printed Name of Veteran: ___________________________ Date: ______________

Signature of Veteran: ___________________________ Date: ______________

Enrolled By: ___________________________ Date: ______________