Advance Beauty Techs Academy

2191 Sampson Ave.
Suite. #105
Corona CA, 92879
abt.edu
(951) 817-2560
where all instruction occurs

Student Catalog
July 1, 2026 – June 30,2027

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Welcome

ADVANCE BEAUTY TECHS ACADEMY would like to give you the warmest welcome. This is an exciting time for you and our Academy. As a student you are embarking on one of the most exciting and fulfilling careers in the beauty industry. Our Academy is brand new with the state-of-the-art equipment and professional products you will be learning to use. We hope to give you the best insight that the beauty industry can offer. With our dedicated, well-educated, professional staff we hope to provide you with the best level of education. We also provide a professional atmosphere and promote teamwork throughout your training. It takes dedication and hard work; the end results will be well worth the effort! Once again, Welcome!

Sincerely,

Yolanda T. Duran

President/School Director Owner

Mission Statement

At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering, Cosmetology, Manicurist and Esthetician examinations, while also preparing students for entry-level employment in their fields. The Academy is committed to provide quality, cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.

Catalog Information

ADVANCE BEAUTY TECHS ACADEMY is a private institution, located at 2191 Sampson Ave. Suite 105, Corona Ca 92879 is approved to operate by the Bureau for Private Postsecondary. (BPPE) This means that the institution and its operations must comply with the standards established under the law for occupational instructions by private postdentary education institutions. CEC 94897(1) ADVANCE BEAUTY TECHS ACADEMY catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. **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 tosigning an enrollment agreement. ADVANCE BEAUTY TECHS ACADEMYs catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

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

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

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

Instructional Language

Instruction is offered in English only. All prospective students that are accepted for enrollment must be proficient in the English language high school level. This Academy does not offer English as a second language (ESL) course.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Description of Facilities

Our facility at 2191 Sampson Ave., Ste. #105, Corona, CA, *where all instruction occurs.* Corona is situated in one of the most densely populated, ethnically diverse areas of Riverside County. ADVANCE BEAUTY TECHS ACADEMY is carefully designed to simulate a salon environment for the sole purpose of beauty education. It is equipped with professional salon equipment used in the best salons.

ADVANCE BEAUTY TECHS ACADEMY consists of approximately 6,700 square feet devoted to teaching the science and arts of cosmetology. The facility includes 4 individual theory classrooms equipped with TV and WIFI that supports our lectures and practical demonstrations. We also have a computer center and a mini library filled with industry informative books, videos, and cd's for additional audio/ visuals aids. We are equipped with 42 Individual Stations in the heart of the school, 9 work areas in each Barber and Cosmetology Theory classrooms, 8 manicure Stations, 4 Mobile Manicure Tables, 2 Spa Pedi Thrones, 10 Facial Beds, 2 Mobile Facial Beds, and ample space in each Theory classroom with additional chairs and tables for ease of instruction. For your comfort, our establishment is equipped with air conditioning, heating and attractively furnished to provide a professional salon environment.

Advance Beauty Techs Academy has a fully staffed Administrative Office, welcoming reception area, a full stocked dispensary of industry supplies, and a breakroom available to our students. Also, our patrons can receive services during our hours of operations Monday through Friday. The Barbering, Cosmetology, Esthetician, Barber Crossover, and Manicurist programs can accommodate up to 30 students each for a total of 150 Student total for day and night classes.

School Hours, Calendar and Holidays

ADVANCE BEAUTY TECHS ACADEMY is open from 8:30 am – 10:30 pm Monday- Friday. The school Administration Office is open from 8:30- 6:00 pm M-F, for financial aid and enrollment, or call to set up an appointment (951) 817-2560. Clinic hours: 10:00am until 8:30pm.

Cosmetology, Barbering, Barber Crossover and Manicurist classes begin every other Tuesday. Esthetician classes start the 1st Tuesday of every month.

The school observes the following holidays: Martin Luther King Jr. Day, Memorial Day, Independence Day, Juneteenth, Veteran's Day, Thanksgiving Day and Christmas Break December 24, 2026- January 3, 2027. A special holiday may be declared for staff training, emergencies, COVID -19 closures or other reasons.

Programs

ADVANCE BEAUTY TECHS ACADEMY currently offers training leading to licensure in Cosmetology (1000 Clock Hours), Barbering (1000 Clock Hours), Esthetician (600 Clock Hours) Manicurist (400 hours) and Barber Crossover (200 hours).

Admission Policy

ADVANCE BEAUTY TECHS ACADEMY is accepting students for admission once the following criteria have been met:

- Must be 18 years of age or older.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

- **Ability to Benefit Exam:** ADVANCE BEAUTY TECHS ACADEMY is not currently accepting Ability to Benefit exams for enrollment at this time.
- Applicant must provide a valid and current, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
- Provide their Social Security number or TIN.
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution before enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at ADVANCE BEAUTY TECHS ACADEMY.
- **Barber Crossover Course students only:** Students must present proof of a current California Cosmetology license prior to enrollment.
- **Veteran Students only:** The school will review prior credit from *all post-secondary training* as appropriate for students eligible for VA education benefits even if hours are not transferred prior to enrollment, *if applicable.*
- This institution does not award credit for experiential learning.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.
- ADVANCE BEAUTY TECHS ACADEMY does not recruit students already attending or admitted to another school offering a similar program of study.

Once above items are complete and presented to school enrollment staff, student is ready to pay registration fee of $150 (non- refundable) and complete enrollment agreement.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you earn and are deemed transferable from another institution is determined at the sole discretion of ADVANCE BEAUTY TECHS ACADEMY administration. You may be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. The school will review prior credit from *all post-secondary training* as appropriate for students eligible for VA education benefits, *if applicable.*

Re-entry (Re-Enrollment Policy)

A student who withdraws from ADVANCE BEAUTY TECHS ACADEMY may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left, ***if re-entry occurs within 180 days of last day of attendance.*** A student who was terminated for behavior reasons ***may not*** be eligible for re-entry. Students who re-enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such reviews and transferring of hours will be at the sole discretion of the school's Director. A new registrationfee of $150 must be paid to re-enroll.

Nondiscrimination Policy

ADVANCE BEAUTY TECHS ACADEMY is committed to providing equal opportunities to all applicants in all programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees on the basis of race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

Tuition & Fees

Program Name	Tuition	Registration Fee*	STRF	Kits**	Books**	Uniforms**	Total and Estimated Charges for Period of Attendance and entire program
Cosmetology 1000 Hours Program	$15,500.00	$150	0.00	$1306.00	$325	$76	**$17,357.00**
Barbering 1000 Hours Program	$15,500.00	$150	.00	$1242.00	$280	$111.00	**$17,283.00**
Esthetician	$ 8,700.00	$150	.00	$1420.00	$380	$76	**$10,726.00**
Manicurist	$ 3,600.00	$150	.00	$1,618.00	$348	$76	**$5,792.00**
Barber Crossover	$3,100.00	$150	.00	$25.00	$280	$76	**$3,631.00**

*Non-Refundable: Registration fee for all programs.
**Non-refundable Through attendance at first class session, or Seventh day after enrollment, whichever is latter.
Non-institutional state exam fee is the responsibility of the student; the current fee is $125 for the Barbering and Cosmetology programs, $115 for Estheticians and $110 for Manicurists. Re-exam Fee is $75.00 for all programs.

Extra Instructional (Overtime) Charges

Students are expected to complete their training (hours & operations) within the maximum time allowed in their ADVANCE BEAUTY TECHS ACADEMY Enrollment Agreement. The Enrollment Agreement allows for all school Holidays based on the student contract. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours needed b complete their course. The current rate per hour is $15.50 for the Cosmetology and Barbering 1000-hour programs, $14.50 for Esthetician, Barber Crossover $15.50, $9.00 for Manicuring. All monies received for extra-instruction priorto completion of the student contract are refunded if the student terminates prior to graduation.

Tuition for Transfer Students

The tuition portion of a transfer students fees, *excluding any books, uniforms, or kits* required will be computed on a pro rata basis of the number of the hours they are contracting.

Methods of Payment

Acceptable methods of payments are Cash, Cashier's Check, Money Order, Title IV funds, Title IV loan funds or personal check, credit card. Payment terms will be determined at the time of student signing of the enrollment agreement. All charges must be paid in full before graduation. All institutional charges must be paid in full before credits/hours may be released. Unpaid credits will be retained by the institution until payment is full is complete. Full payment of all institutional charges in a graduation requirement.

Loan Repayment

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

Program Schedules

Cosmetology	**1000 hours,** is offered in 3 schedules: Days 32 hours a week for 32 weeks total or 24 hours a week for 42 weeks. Evenings the program is offered 25 hours a wekfor 40 weeks total.
Barbering	**1000 hours,** is offered in 3 schedules: Days 32 hours a week for 32 weeks total or 24 hours a week for 42 weeks total. Evenings the program is offered 25 hours a week for 40 weeks total.
Manicurist	400 hours, is offered in one schedule: Evenings the program is offered 16 hours a week for 25 weeks total.
Esthetician	600 hours is offered in 3 schedules which are: Days 32 hours a week for 19 weekstotal or 24 hours a week for 25 weeks total. Evenings the program is offered 25 hours a week for 24 weeks total.
Barber Crossover	200 hours is offered in two schedules: Days) 32 hours a week 6.25 weeks total. Evenings for 25 hours a week for 8 weeks total.

Dress Code

ADVANCE BEAUTY TECHS ACADEMY students should always dress professionally with careful attention to personal hygiene while at school. Careful attention to grooming, bathing, and even style is a critical element of working in the beauty industry. Cosmetology, Barbering, Barber Crossover studentswear all black uniforms. Manicurists wear blue uniforms; school T-shirts and Esthetician students wear grey uniforms. Shoes must be closed toes shoes withheels, no sandals, slippers. All students are provided T-shirts for special events. They are required to keep clean and pressed. Students may also wear the school assign t-shirt, for any school event. Failure to follow the dress code ***may*** subject students to the school's conductpolicy. No hats, scarves, or head coverings permitted on school campus. We are in the beauty business and must show it.

Tardiness

A student who is tardy (arrives after 8:38 a.m. or night 5:38 pm), cannot clock in until 10 am Days or 6 pm Nights students. Students who are habitually tardy (5 times per month) will be advised, and if tardiness continues a student may subject to the conduct policy, until tardiness ceases.

School Rules and Regulations

These Rules are designed to form excellent work and attendance habits, aid in completing your program on time, and help you become employed as a Cosmetologist, Barber, Manicurist, Esthetician and or Teacher.

1. Daytime Hours are Tuesday-Friday 8:30-5:00 p.m., Nighttime Hours are Monday-Friday 5:30p.m.-10:30 p.m.
2. Timecards must be legible, no scratch outs, no white out, or drawings. Students must only punch their own timecards.
3. Each student must use the time clock to punch "IN" and "OUT" on the front of their timecard demonstrating arrival, lunch break, and dismissal. Additional approved 15-minute breaks are to be documented on back of timecard with punching "IN" and "OUT" as well. Students must have instructor approval before leaving for breaks as well as a note if they are leaving early for the day or night. Students failing to clock in and or out will only receive credit for hours indicated by the time clock on the timecard. Credited hours are indicated by the time clock.
4. Clocking "IN" or "OUT" for another student is subject to immediate termination from the school. It is deemed as falsification of school records and will be treated as such.

5. Students who forget to clock in or don't clock in and out as required will lose the respective hours for the undocumented time.
6. No student is allowed to clock "OUT" during school hours without permission from the instructor. Anytime a student leaves the building, the timecard must be left at the receptionist desk. No excessive clocking "IN" or "OUT" will be accepted, time will be deducted off your timecard.
7. In case of illness or emergency on any day, the student must call the school to notify the administration of their absence anytime between 8:30 a.m. and 5:00 p.m.
8. **A student is considered tardy if they cannot clock in before 8:38 a.m. or 5:38 p.m.** All students have a second chance to attend if they clock in by **10:00 a.m.** for day classes and **6:00 p.m.** for night classes. **All students must call the school in the event of tardiness or absence.** Students who are habitually tardy (5 times a month) will be given a written warning. If the student continues to be tardy the student will be suspended for 2 days. If it happens a third time the student will need to meet with the Director and may be terminated.
9. Students will take lunch between 11:30 and 1:30 p.m. Lunch is 30 minutes and will be staggered among students. Students should report missed lunch breaks to an instructor if they have not had lunch by
    a. 1:30 p.m. Evening students have a 15-minute break assigned by instructor.
10. Students appearing in school with unkept hair will be clocked out. Beauty needs are to be done on the student's own time before they arrive to school.
11. Students are required to be in class for roll call promptly and prepared with pens, pencils, paper, and books. All students must be in uniform that includes a name badge.
12. **Cosmetology/Barber** students must wear an assigned uniform in all black. The uniform must always be neat and clean. Hosiery or socks must be worn with shoes that cover both the toe and heel area. Students not in proper uniform will be sent home by any staff member.
13. **Esthetician** students must wear an assigned grey uniform. The uniform must always be neat and clean. Hosiery or socks must be worn with shoes that cover both the toes and heel area. Students not in proper uniform will be sent home by any staff member.
14. **Manicurist** students must wear an assigned blue t-shirt and black uniform pants. The uniforms must always be neat and clean. Students not in proper uniform may be sent home by any staff member.
15. No gum chewing is allowed in the school at any time. An assigned smoking area is considered 50 feet away from the front of the school; please do not litter the school campus with cigarettes and trash from breaks.
16. No visitors are permitted in the classrooms or student lounge area unless approved by the school director.
17. School business phones are not to be used for personal calls. If you have an emergency, notify your instructor for assistance. You are not permitted to leave a patron to answer a phone.
18. Students are required to follow the rules of sanitation, disinfection, and personal hygiene always.
19. Students must always keep workstations in class and on clinic floor clean and sanitary.
20. Students must always keep their workstation in classroom and clinic floor clean and sanitary.
21. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition throughout the day.
22. All students serving the public must be courteous and pleasant. If difficulties arise, please notify the instructor. Students must take all appointments assigned to them; failure to take a client is grounds for suspension up to 3 days (instructors' discretion).
23. No student may leave a patron while doing a chemical service, except in an emergency and is excused by an instructor.
24. Students working with a client must notify their instructor when an additional product or service is needed; the client will need to be charged accordingly.
25. Students will pay in advance for supplies on personal services such as permanent waves, tints, bleach, etc.

26. Any student caught vandalizing, stealing, or using items, materials, and or equipment that is not theirs, is subject to immediate termination subject to sole discretion of the school director. **The School Reserves the Right to Search Equipment Bags at Its Sole Discretion.**
27. Students taking a Leave of Absence must make accommodations for trolley and equipment storage. The school is not responsible for any items damaged or stolen while you are on a Leave of Absence.
28. Advance Beauty Techs Academy is not responsible for misuse or damage rendered by a student to their kit and equipment. If items are not usable, the student must purchase a replacement.
29. Students should not borrow kit items from classmates. Each student is solely responsible for personal belongings and materials. If the student fails to secure belongings, the school is not responsible for any of the items. Advance Beauty Techs Academy provides lender tools and equipment until the student has been issued their kit; these items are expected to be returned to instructor at the end of each day.
30. Students are not to gather around the receptionist desk or enter the administration office without approval. If a student is with a client, other students are not to interrupt that student working on a client. All clients are to be booked through the receptionist. Students may line up to clock out for the day or evening no earlier than 4:55 p.m. or 10:25 p.m.
31. Students must attend classes on all scheduled Fridays, as well as the days immediately before and after a holiday. A student may be required to produce medical documentation of illness. Missing school for 14 sequential days may result in immediate termination.
32. Students have the privilege to consult (in hierarchical order) the Instructor, Supervisor, and or School Director (by appointment) regarding any concern. Advance Beauty Techs Academy reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord.
33. Advance Beauty Techs Academy is a drug-free campus, intoxication, possession, sale, or distribution of drugs/alcohol is prohibited and grounds for termination.
34. Students must keep a record of hours and services completed each day as required on the student's daily record of applied effort (timecard). Timecards will be audited by staff in the administration office. Credit will be given for applied effort only in continuously engaged training and study of Barbering, Cosmetology, Esthetician, or Manicurist courses of study. All work must be checked by an instructor, or credit will not be given. Timecards must be neat and clear of all transferred operations, and theory hours at the end of the week, they must also be signed and verified by the instructor.
35. All students will be expected to maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of noncompliance.
36. Only products furnished by the college may be used unless approved by instructor/director.
37. Students must comply with all instructions, directions, orders, etc. given by personnel related to school activities. Insubordination will not be tolerated. There are no recording of Teachers/Staff members or classes.
38. Students must comply with school policies and state rules and regulations.
39. Student needs to notify administration office in writing immediately of any address or telephone changes.
40. Absence of three (3) days or more without notification shall be considered cause of suspension. Any student absent more than 14 days without notifying the Director may be terminated.
41. No cellular phones, headphone radios, IPODS, earphones or any other items that may interfere with students' ability to hear in the event of an emergency or prevent student from learning is allowed.
42. The school utilizes surveillance equipment and cameras in common areas.
43. Any student who has graduated and is licensed must pay for services scheduled at the college.

If a parent needs to contact a student, please use the school business phone 951-817-2560, the student will be called out of class to the front office.

Note: YOU MUST BRING ALL IMPLEMENTS AND EQUIPMENT TO DO ALL SERVICES DAILY, IF YOU DO NOT HAVE YOUR REQUIRED IMPLEMENTS AND EQUIPMENT, YOU WILL BE SENT HOME.

Course Outlines/ Program Descriptions Cosmetology

Name of Program	Cosmetology
Program Description	**Cosmetology is a 1000-hour course** which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job-related skills. Students gain experience with diverse hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer studentsindustry training, knowledge and technical skills necessary to pass the California StateBarbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective

	communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Cosmetology Diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, for which a score of 75% or higher is required to graduate.
Total Clock Hours	The Cosmetology program consist of one thousand hours (1,000) clock hours
Exams / Grading	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 75%, to maintain satisfactory attendance progress. There is no final mock practical. Written final is required, test a score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom
Textbooks	Milady Standard Cosmetology, 13th Edition, 2019 ISBN-13: #978-1285769417
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Cosmetologist by the California Board of Barbering and Cosmetology and have a minimum of 3 years of experience, education andtraining. No less than 1 instructor per 30 students will be with students at all times
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Skills and competencies to be acquired by the student.	At the completion of the program the student will be able to: • Properly use and handle all cosmetology related tools such as; scissors, razors, curling irons, blow dryers, dermal lights, combs and brushes, etc. • Apply corrective and preventative skin care treatments and apply make-up. • Effectively use styling techniques which include, roller setting, thermal styling, pressing, finger waving, pin curls, etc. • Perform chemical services such as, permanent waving, hair coloring, bleaching, chemical relaxing, etc. • Perform haircutting services using scissors, razors, and thinning tools. • Perform Manicuring, Pedicuring and artificial nail services. • Apply scalp and hair treatments including the use of therapeutic message.
Instructional Methods	Demonstration, lecture recitation & classroom participation and any combination.

Module **For the 1,000 course**	**Cosmetology Modules Descriptions**	**Technical Hours**	**Practical Hours**
Module 1 Health and Safety:	In this module the student will learn the following techniques and procedures: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases (Anatomy and physiology). Including physical and sexual assault awareness.	100	0
Module 2 Disinfection and Sanitation:	In this module the student will learn the following techniques and procedures: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.	50	50
Module 3 Chemical Hair Services	In this module the student will learn the following techniques and procedures: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and stand tests, safety precautions, formula mixing, and the use of dye removers.	100	100
Module 4 Hairstyling Services	In this module the student will learn the following techniques and procedures: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razor, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	80	165
Module 5 Skin Care	In this module the student will learn the following techniques and procedures: Instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face (Make up), scalp neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	100	50

Module 6 Hair Removal and Lash and Brow Beautification	In this module the student will learn the following techniques and procedures: Instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	30	20
Module 7 Manicure and Pedicure	In this module the student will learn the following techniques and procedures: Instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to acrylic, liquid and powder brush-ons, dip tips, wraps, and repairs.	50	50
Module 8 Additional Training	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	55	0
	TOTAL	**565**	**435**

Course Outlines/ Program Descriptions Barbering

Name of Program	Barbering
Program Description	**Barbering is a 1000-hour course** which includes the study and practice of all aspects of the beautification and care of the hair and skin. The course provides for both classroom instruction and supervised practice of job-related skills such as hairdressing, hair cutting, shaving, coloring and skin care services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Barbering diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is no final mock practical. Written final is required, test score of 75% or higher is required to graduate.
Total Clock Hours	**This program is 1000 clock hours in length.**
Exams/Grading	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 75%, to maintain satisfactory attendance progress. There is no final mock practical. Written final test, is required, test score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom and School Salon Floor

Textbooks	Milady's Standard Barbering, 6th Edition, 2021 #ISBN-13: 978-1305100558.
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Barber by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the followingissues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Skills and competencies to be acquired by the student	At the completion of this program the student will be able to ▪ Clean and sanitize tools and work environment. ▪ Schedule client appointments and accept payments. ▪ Properly use and handle all barbering related tools such as; clippers, trimmers,scissors, razors, curling irons, blow driers, combs and brushers, etc. ▪ Effectively use styling techniques which include, thermal styling, pressing,finger waving, pin curls, etc. ▪ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ▪ Perform haircutting services using clippers, trimmers, scissors, razors, andthinning tools. ▪ Apply scalp and hair treatments including the use of therapeutic massage. ▪ Prepare the client's hair for shaving, assessing the condition of the client'sskin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.
Instructional Methods	Demonstration, lecture recitation & classroom participation and any combination

Module 1,000-hour course	**Barbering Module Descriptions**	**Technical Hours**	**Practical Hours**
Module 1 Health and Safety Board Approved Health & Safety Course B&P 7389(a))	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemical, prevention chemical injuries, health and safety and safety laws and regulations, and preventing communicable diseases. Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	0
Module 2 Disinfection and Sanitation	Disinfection and sanitation including proper procedures to protect the health and safety of the consumer aswell as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	50	50
Module 3 Chemical Hair Services	Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	100	100
Module 4 Hairstyling Services	In this module the student will learn the following techniques and procedures: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	85	190
Module 5 Shaving and Trimming of the Beard	In this module the student will learn about the following issues: Preparing the client's hair for shaving,assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic followingfacial services, massaging the	100	125

	client's face, rolling cream massages.		
Module 10 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	100	0
	TOTAL	**535**	**465**

Course Outlines/ Program Descriptions Esthetician

Name of Program	Esthetician
Program Description	The Esthetician Course offers a complete 600-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Esthetician diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There will be a final evaluation and written final required, test score of 75% or higher is required to graduate.
Total Clock Hours	This program is 600 hours in length.
Exams/Grading	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 75%, to maintain satisfactory attendance progress. There will be a final evaluation and written final required, test score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Esthetics Fundamentals, 12th Edition, 2019 ISBN-978-1337-09525-9, Milady's Standard Foundations 2021 ISBN # 978133709525-9502-0
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Esthetician by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Skills and competencies to be acquired by the student	At the completion of this course the student will be able to o Analyze customer's skin care needs. o Able to discuss treatments and products with clients. o Perform facials to cleanse pores and improve skin tone. o Apply chemical peels to reduce fine lines and age spots. o Perform simple extractions to remove blackheads. o Remove unwanted facial hair using depilatory wax. o Tint eyebrows. o Instruct customers on skin care and makeup techniques. o Sterilize equipment and clean work area. o Massage the face. o Select and apply cosmetic products such as creams, lotions, and tonics.
Instructional Methods	Demonstration, lecture recitation & classroom participation and any combination

	Esthetician Modules Descriptions	**Technical Hours**	**Practical Hours**
	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Module 1 Health and Safety Board Approved Health and Safety course (B & P 7389 a)	In this module the student will receive training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	100	N/A
Module 2 Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.	50	50
Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.		
Module 3 Chemical, Manual and Electrical Facials	In this module the student will learn about and have practical training in manual facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermallights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.	120	170

Module 4 Makeup	In this module the student will learn about and have practical training in Products, Tools, Supplies, Daytime Make-Up, Special Occasion Make-Up, Camouflage, Custom Blending, Facial Contouring, Black and White Photo Make-Up, Glamour Eyes, Fantasy Make-Up, Corrective, Bridal, Custom Lip Sticks, Custom Foundations, Body Art, Photo Shoot, Artificial Eyelashes, Eyelash perming, Lash and Brow Tinting, Body Bronzing, Consultation and Safety and Sanitation.	45	45
Module 5 Hair Removal	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories, Derma planning.	10	10
	TOTAL	**205**	**395**

Course Outlines/ Program Descriptions Manicurist

Name of Program	**Manicurist**
Program Description	The Manicurist Course offers a complete 400-hour course in the science and art of manicuring. The program is designed to prepare and educate each student in the fundamentals of the basic manicuring education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Manicurist License. In addition, the course will incorporate the knowledge needed for entry level employment in salons or spas.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Manicurist diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There will be a final evaluation and written final required, test score of 75% or higher is required to graduate.
Total Clock Hours	This program is 400 hours in length.
Exams/Grading	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. There will be a final evaluation and written final required, test score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Nail Technology, 8th Edition, 2019 ISBN- 978-133778655-3. Nail Standard Foundation 2021 ISBN#9781337-09525-9
Internship/Externship	None

Faculty & Qualifications	Instructors must be currently licensed as a Manicurist by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
Instructional Methods	Demonstration, lecture recitation & classroom participation and any combination.
kills and competencies to be acquired by the student	At the completion of this program the student will be able to • Clean and sanitize tools and work environment. • Schedule client appointments and accept payments. • Remove previously applied nail polish, using liquid remover and swabs. • Clean customer's nails in soapy water, using swabs, files, and orange sticks. • Shape and smooth ends of nails, using scissors, files, and emery boards. • Apply undercoat and clear or colored polish onto nails with brush. • Advise clients on nail care and use of products and colors. • Assess the condition of client's hands, remove dead skin from the hands and massage them. • Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers. • Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

Module	**Manicurist Module Description**	**Theory Hours**	**Practical Hours**
Module 1 Health and Safety	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	100	0
Module 2 **Disinfection and Sanitation**	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	50	50

Module 3 Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	75	75

Module 4 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	50	0
	TOTAL	275	125

Course Outlines/ Program Descriptions Barber Crossover

Name of Program	**Barber Crossover**
Program Description	The **Barber Crossover** Course's curriculum is designed for students who currently hold a California Cosmetology license and look to add a Barbering license to their credentials. The Barbering Crossover Course consists of 200 clock hours ofpractical operations and technical instruction that will cover the art and science of Barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for **entry-level employment.** The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Barber Crossover Diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is no final mock practical. Written finals are required, test score of 75% or higher is required to graduate.
Total Clock Hours	This program is 200 hours in length.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. There will be a final evaluation and written final required, test score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom and School Salon Floor

Textbooks	Milady's Standard Barbering, 6th Edition, 2021 #ISBN-13: 978-1305100558.
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Barber by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Skills and competencies to be acquired by the student	At the completion of the program the student will have acquired the following skills (but are not limited to): Apply scalp and hair treatments including the use of therapeutic massage. Prepare the client's hair for shaving, assessing the condition of the client'sskin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream. Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc.
Instructional Methods	Demonstration, lecture recitation & classroom participation and any combination

Module **200-hour course**	**Barber Crossover**	**Technical Hours**	**Practical Hours**
Module 1 Health and Safety Board Approved Health & Safety Course B&P 7389(a))	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemical, prevention chemical injuries, health and safety and safety laws and regulations, and preventing communicable diseases. Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	12	0
Module 2 Disinfection and Sanitation	Disinfection and sanitation including proper procedures to protect the health and safety of the consumer aswell as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	5	5
Module 3 Chemical Hair Services	Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	6	15
Module 4 Hairstyling Services	In this module the student will learn the following techniques and procedures: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	50	5
Module 5 Shaving and Trimming of the Beard	In this module the student will learn about the following issues: Preparing the client's hair for shaving,assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic followingfacial services, massaging the client's face, rolling cream massages.	56	40

Module 6 Theory of Barbering	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	6	0
	TOTAL	**135**	**65**

Satisfactory Academic Progress (SAP) Policy

Advance Beauty Techs Academy's Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled in the Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Advance Beauty Techs Academy's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods, Number of Academic weeks

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The evaluation points are as follows:

Program	Course Length	Evaluation Points
Cosmetology	1000	450 (14wks) & 900 (28wks) Actual Hours
Barbering	1000	450 (14wks) & 900 (28wks) Actual Hours
Barber Crossover	200	100(3wks) & 200(6.50wks) Actual Hours
Esthetician	600	300(10wks) & 600(19wks) Actual Hours
Manicurist	400	200(13wks) & 400(25wks) Actual Hours·

Academic Year

An academic year is defined as 900 clock hours.

Progress Status

Students who meet the minimum requirements of attendance and academic progress are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be

determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy.

Program	Maximum Weeks 150%	Maximum Hours
Cosmetology 1000 Hours 32 hours a week 32 weeks	*47 weeks*	*1500*
Cosmetology 1000 Hours 24 hours a week 42 weeks	*62.50 weeks*	*1500*
Cosmetology (night) 1000 Hours 25 hours a week 40 weeks	*60 weeks*	*1500*
Barbering 1000 Hours 32 hours a week 32 weeks	*47 weeks*	*1500*
Barbering 1000 Hours 24 hours a week 42 weeks	*62.50 weeks*	*1500*
Barbering (night) 1000 Hours 25 hours a week 40 weeks	*60 weeks*	*1,500*
Manicurist 400 Hours 16 Hours a week 25 Weeks	*37.50 weeks*	*600*
Barber Crossover 200 Hours 32 hours a week 6.25 Weeks	*9.5 weeks*	*300*
Barber Crossover(night) 200 Hours 25 hours a week 8 Weeks	12 Weeks	300
Esthetician 600 Hours 32 Hours a week 19 weeks	28.50 Weeks	900

Esthetician 600 Hours 24 Hours a week 25 weeks	*37.50 weeks*	*900*
Esthetician (night) 600 Hours 25 Hours/ Week 24 Weeks total	36 Weeks	900

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, or Veteran's Funding, *if applicable.*

Grading Scale:

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory (Passing)	75% - 79%
F	Fail/Unsatisfactory	74% & below

Warning

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

Probation

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

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days of receiving the satisfactory academic progress report by submitting the appeal to the title IV officer on the school's appeal form. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days of submittal. The appeal decision will be left to the sole discretion of the **School's Director.** 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.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper), within that same time period. Student's Satisfactory Academic Progress evaluations are maintained in the student's file.

Interruptions, Leave of Absences, Course Completions and Withdraws

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Transfer Students

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximumtime frame has been exhausted.

Veterans Funding and SAP

Students receiving Veterans funding *may* not be eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, *if applicable.*

Title IV and Satisfactory Academic Progress

A student who does not achieve Satisfactory Academic Progress's minimum standards and is not on warning *will* no longer eligible for title IV funds.

Leave of Absence Policy (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. ADVANCE BEAUTY TECHS ACADEMY will review request for a Leave of Absence (LOA) for *all* students. A LOA is granted or denied at the sole discretion of the school Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. Leave of absences will solely be granted for reasons such as medical event, jury summons, death notices and other situations approved by ADVANCE BEAUTY TECHS ACADEMY'S Director.

The request for a leave of absence must be accompanied by a written statement as to the reason for the request and plan for making up missed time and include supporting documentation (examples: medical notes, jury summons, death notices). All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. ADVANCE BEAUTY TECHS ACADEMY may grant aLOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attendschool because of the accident, illness or other approved event.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA. A written Leave of Absence request must include all of the following items:

- Student must follow the Institution's policy in requesting the LOA
- Student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so.
    - This request must be in writing
    - The request must include the student's reason for the LOA
    - The request must include the student's signature.
- LOA will not exceed 180 calendar days in any given 12-month period.
- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement, must be signed by all parties, or initialed by all parties if made to the original enrollment agreement.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA.
- The student's withdrawn date for the purpose of calculating a refund will be the student's last

date of attendance or the date that the student notifies the school that they will not be returning, whichever is earlier.

Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Make-Up Work & Make Up Hours

Students can make-up missed class hours: Students may make-up hours by participating in school-sponsored events or other extra- curricular activities at which an Advance Beauty Techs Academy instructor is present. Hair shows, Barber Hair shows, Community events, Special Classes, At the School Directors discretion. No late projects accepted must be turned in the next school day.

All assignments and homework are due on scheduled test days. Students who were absent for theory, excused or unexcused may make up chapter test within the same week, that the test was given. Failure to make up a missed test within the same week will resultin a "O" (zero) grade when calculating the academic progress evaluation period grade point average.

Conduct Policy

Students are required to conduct themselves in a mature and professional manner, giving the proper respect and courtesy to their classmates, clients and the staff of the school. ADVANCE BEAUTY TECHS ACADEMY strives to have **a progressive Conduct Policy,** beginning with a verbal warning, followed by a written warning, then suspension after which a student may be terminated for not correcting violations. **Below may be deemed violations of the conduct policy:**

1. Failure to follow the directions of school staff
2. Not participating in class or applying effort of the school's salon floor
3. Reading material at school not related to your training
4. Teasing, name calling or use of put – downs to other student and/or staff.
5. Leaving campus early without notifying staff in advance
6. Students receiving a clinic service at ADVANCE BEAUTY TECHS ACADEMY must be supervised by an instructor. Students that wish to use their own products must be approved by their instructor, prior to use. Only school-provided products may be used without this advance approval. Failure to do such is subject to conduct policy.
7. Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day.
8. Smoking is prohibited on the property of ADVANCE BEAUTY TECHS ACADEMY.
9. Students may not have personal visitors during school hours.
10. Students may not receive incoming calls or make outgoing calls through the school's business
11. Cell phone/text messaging usage is prohibited during class time. It is only permitted during break time.
12. The school is not responsible for lost or stolen items.
13. Appears under the influence or has the odor of drugs (legal or illegal)
14. Not following school's Dress Code
15. School Rules & Regulations (given at orientation)

Student Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. An applicant not accepted for training by the school shall be entitled to refund of all money paid. 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 students' written notice or by the students' conduct, including by not limited to the student's lack of attendance.

All funds paid to Advance Beauty Techs Academy will be refunded if the student is rejected for enrollment. The student will be refunded all funds paid to Advance Beauty Techs Academy if cancellation occurs within seven days after the Enrollment Agreement (contract) is signed and prior to starting classes and is entitled to a full refund excluding the $150.00 registration fee. Cancellation shall occur when the student gives written notice of cancellation to Advance Beauty Techs Academy in writing to the school's address or by email to the Financial Aid Officer. You cannot cancel by just not attending class.

Termination Conduct Dismissal Policies

The following acts *may* result in **immediate termination** from ADVANCE BEAUTY TECHS ACADEMY.

- Missing school for 14 sequential calendar days
- Intoxication, Use, possession, sale, or distribution of drugs/alcohol.
- Cheating, copying, or offering or receiving unauthorized assistance in examinations, tests,quizzes, or projects. The use of cell phones and taking pictures of any exams.
- Cheating on clock hours
- Stealing from students, staff, or the school.
- Bullying-verbal, physically, and social media at any time.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contactor threat of physical contact.

Grievance Policy and Complaints

Most problems or complaints that students may have with the school, or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

ADVANCE BEAUTY TECHS ACADEMY
2191 Sampson Ave
Suite #105
Corona, CA 92879
www.abt.edu

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if they contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. Students can expect to receive a written response within 10 business days.

A student or any member of the public may file a complaint about this institution with the Bureau for

Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Student Services and Counseling

This institution does provide student counseling designed to help students achieve their fullest personal development and make the best use of all of ADVANCE BEAUTY TECHS ACADEMY educational resources. We offer guidance and advice beginning with your first admissions interview. The Faculty and Administrative staff will continue to be available for guidance throughout your enrollment at ADVANCE BEAUTY TECHS ACADEMY. Various situations outside of school, such as transportation, your job, or childcare, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals.

Career Development and Job Placement Resources

ADVANCE BEAUTY TECHS ACADEMY assists students in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base, retention and a job posting board. The institution does not guarantee employment. **Please note that in order to comply with various Federal, State,and Local oversight agencies,** ADVANCE BEAUTY TECHS ACADEMY **is required to call employers that employ our graduates in order to verify placement.**

Housing

Advance Beauty Techs Academy does not offer a housing facility and has no dormitories. Average cost of housing is from $1100-$1450 for a 1-bedroom apartment within a 5-mile radius. Refer to link https://ww.apartmentguide.com.

School Library

ADVANCE BEAUTY TECHS ACADEMY has a school library Books and Video's, CD's which may be checked out by presenting your timecard and the library card from the book signed out with your signature at receptionist desk. All materials are to be kept on school premises. Any other arrangement needed will only be approved by the school director. Use of school computers for internet study assignments and on-line testing review for all programs will be done with a teacher's approval only. Educational online vendor video's and corresponding social media classes, and corresponding with the use of student cell phones maybe use during class.

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes)

Cosmetology	Barbering	Esthetician	Manicurist
Hair Stylist: 12.0407	Haircutting: 12.0407	Facial Specialist: 12.0409	Manicurist: 12.0410
Hair Colorist: 12.0407	Trimming: 12.0408	Make-up Artist: 12.0406	Pedicurist: 12.0410
Manicurist: 12.0410	Trimming: Beards12.0407	Hair Removal: 12.0404	
Wig and Hair: 12.04	Shaving: 12.0408		

Requirements for Eligibility for Licensure

The California Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a $125 non-refundable initial license fee to accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The following are the eligibility requirements:

1. Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
2. Be at least 17 years of age.
3. Completed the 10th grade in a public school or its equivalency.
4. Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
5. **Cosmetology Program**: Completed 1000 hours in a Board approved school.
6. **Barbering Program:** Completed 1000 hours in a Board approved school.
7. **Esthetician Program:** Completed 600 hours in a Board approved school.
8. **Manicurist Program**: Completed 400 hours in a Board approved school.

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov"

Student Tuition Recovery Fund (STRF) AS of April 1, of 2024 STRF is not required.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The institution, a location of the institution, or an educational program offered by the institutionwas closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educationalprogram within the 120 day period before the program was discontinued.

You were enrolled at an institution or a location of the institution more than 120 days before theclosure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or valueof the program more than 120 days before closure. The institution has been ordered to pay a refund by the Bureau but has failed to do so.The institution has failed to pay or reimburse loan proceeds under a federal student loan programas required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

You have been awarded restitution, a refund, or other monetary award by an arbitrator or court,based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for **STRF** reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

Institutional Refund Policy and Procedures

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure.

- Advance Beauty Techs Academy's shall refund 100 percent of the amount paid for institutional charges, less registration fee not to exceed one hundred fifty dollars ($150), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later (cancellation period).
- After the cancellation period, the institution provides a pro rata refund of ALL funds paidfor tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed(including absences), there will be no refund to the student.
- This policy applies to all students.
- This policy is based on scheduled hours.
- The registration fee is a non-refundable. Equipment, books, supplies, tools, uniforms, kitsare non-refundable.
- If you cancel the agreement, the school will refund any money that you paid, less anydeduction for registration fee, equipment, books, supplies, tools, uniform and kits as described in the refund policy above.
- If you withdraw from school after the cancellation period, the refund policy describedabove will apply.

- If the amount that you have paid is more than the amount that you owe for the time youattended, then a refund will be made within 45 days of the official withdrawal date. See

  Refund section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

*Eligible enrolled veterans receive a 100% pro -rata refund, including a $150.00 registration fee, if applicable.

Following California State Mandated Policy

Return to Title IV Funds Policy
The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the school administration department. The notification may be in writing or orally. The date the notification is received is the date of determination. The administration department must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell

funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct PLUS Loan (Parent)
- Federal Pell Grant
    - Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.
The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

CSAC California Student Aid Commission

ADVANCE BEAUTY TECHS ACADEMY is currently not participating in State Financial Aid.

Accreditation

ADVANCE BEAUTY TECHS ACADEMY is accredited, by a National Accrediting Commission of Career Arts and Sciences (NACCAS's). The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703)600-7600.

Bankruptcy History

ADVANCE BEAUTY TECHS ACADEMY does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Access to Student Records and Privacy Policy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their files to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student. For access to student records, the parent/guardians of dependent minors can provide for releasee.

Release to Student Records and Privacy Policy

Provides release to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. ADVANCE BEAUTY TECHS ACADEMY protects the privacy of student education records

in compliance with the Family Educational Rights and Privacy Act **(FERPA)**. For release of student records to third parties, the student and parents/guardians of dependent minors must provide for release.

Records Retention and Academic Transcripts

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need Proof of Training or a transcript of their training may contact the school office and request the Records Request Form. Assembly Bill 1313, Title 1.6C.7. Educational and career opportunity by the withholding of the transcripts. **THE CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY PROOF OF TRAINING DOCUMENTS ARE NOT PROVIDED TO STUDENTS WHO HAVE LEDGER BALANCES.** The first copy of the official transcript is provided at no charge, at graduation or separation from Advance Beauty Techs Academy. Copies are available upon advance payment of the transcript fee of $25.00, within 7-14 days. Transcripts may only be released to the student upon receipt of a written request bearing the student's signature. No Proof of Training will be issued until all tuition and other fees due the institution paid in full.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUION"

The transferability of credits you earn at ADVANCE BEAUTY TECHS ACADEMY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate and credits for services and hours you earn in the Cosmetology, Manicurist, Barbering, Teacher Trainee Program or Esthetician program(s) is also at the complete discretion of the institution to which you may seek to transfer. If the diploma, clock hours and services that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ADVANCE BEAUTY TECHS ACADEMY to determine if your certificate, credits, hours and services will transfer.

Graduation Requirements

To graduate from ADVANCE BEAUTY TECHS ACADEMY and receive a Diploma, students must have completed all the requisite clock hours, technical operations, and practical operations required by the State of California for licensure. Students must have completed all the required number of written exams and practical evaluations. There is no final mock practical. Written final is required, test score of 75% or higher required to graduate and must have all tuition and fees paid in full.

Students will be assisted in completing the necessary documents to file for their appropriate State Board of Barbering and Cosmetology Examination. On completing graduation requirements, the student is given the original Proof of Training and sign documentation to upload for an online application themselves.

Faculty & Staff

The faculty ADVANCE BEAUTY TECHS ACADEMY is hired based on their expertise in their field of beauty and wellness. Our faculty members are highly skilled educators in hair, skin, and nail care.They are dedicated to providing you with the skill-set necessary for you to become a success while helpingyou to understand the importance of theory and practical training as you explore the many facets as a studentof Cosmetology, Barbering, Esthetician and Manicurist.

Advance Beauty Techs Academy
Faculty and Staff

President, Owner & School Director&
Veteran's Certifying Official
Yolanda T. Duran

Director of Education
Karen Stadick
Supervisor

Financial Aid Officer
Victoria Espinoza

Admissions Officer
VA Officer
Yoland Duran

Office Administration
Josie Garcia
Angela Olaez
Elsa Pérez-Pacino

Substitutes
Tyson Stadick
Karen Stadick
Stephine Guthrie
Bryan Mejia
Saul Gomez
Yolanda Duran
where all instruction occurs

Instructors

Tyson Stadick
31 years' experience as a licensedCosmetologist/Baber

Stephine Guthrie
23 years experience as a licensed Esthetician/Cosmetologist.

Tamara Ward
23 years experience as a licensed Cosmetologist/Barber

Saul Gomez
3 years experience as a licensed Barber

Brook Fabela
12 years experience as a licensed Cosmetologist

Advance Beauty Techs Academy
2191 Sampson Ave., Suite. #105
Corona CA, 92879

Pre-Enrollment Acknowledgements

By signing this document student acknowledges that they have received the following in electronic or print format *prior* to enrollment:

In School Catalog

1. ☐State Licensing Requirements
•
2. ☐SAP Policy

3. ☐Course Program Outline

On Web Page and Electronically reviewed prior to enrollment

☐Program Outcomes and Performance data for State of California and on web page https://abt.edu.

☐Program Outcomes and Performance data for NACCAS and on school's web page https://abt.edu.

☐Campus Security Act Disclosure (Clery Act)

☐Drug and Alcohol Abuse Policy

Pre-Employment Disclosure In order to work in the Cosmetology and Barbering fields prospective students understand:

☐You must be licensed in order to practice or give services to the general public in your field of interest.
☐As a professional in the Barbering and Cosmetology industries must stay in compliance with regulatory agencies to understand what their responsibilities are to practice your craft.
☐ The Barbering and Cosmetology industries that sometimes require lots of bending, standing and sometimes being exposed to chemicals. Make sure to follow manufacturer's direction for use of chemicals and discarding of products. Wear masks, gloves, etc., for your protection as a provider and protect your client from injuries as well.
☐Industry Prerequisites: I understand industry prerequisites for employment (included in catalog) in the profession including, but not limited to physically demanding postures, professional public demeanor and licensure.
☐To become employed and stay employed you'll need to meet the requirements set forth by your employer.

Other

☐I received a copy of the **California State Board of Barbering & Cosmetology Act & Regulations Booklet,** in print or electronically

Student Name (Print): **Date:**

Student Name (Sign):

APPENDIX A

Financial Aid Disclosures/FERPA

FINANCIAL AID-CONSUMER INFORMATION
Based on a combination of approvals, authorization, and accreditation; our students are eligible to apply for and receive tuition aid and financial assistance while attending the college.
A list of these programs include:
Federal PELL Grant Does not require repayment (FPELL)***
FDirect Stafford Loans - Subsidize: Must be repaid FDirect Stafford Loans - Unsubsidized: Must be repaid***
FDirect Plus Loans: Must be repaid ***
***denotes the programs available at this institution

GENERAL FINANCIAL AID INFORMATION: If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at **Advance Beauty Techs Academy** may be found in 11The Student Guide11 and the free Application for Federal Student Aid published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1 (800) 433-3243. (Internet access is also available @ http://www.fafsa.ed.&.Q.Y) or http;//studentaid.ed.gov)
COMPLIANCE STATEMENT: The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID MECHANISM

Consumer Information: In an effort to assist students in making a more informed decision about enrolling, the academy provides the following document disclosures on paper and/or on website: California State School Performance Fact Sheet, Federal Disclosures (Net- price calculator, Right-to-know Act How are our students doing?, Gainful Employment, Admissions Disclosures, Crime Statistics Report and Procedures-Clery Act, Constitution & Citizenship Day (Sept. 17), Drug and Alcohol Abuse Policy, FERPA, textbook disclosure, GED classes availability, Copyright protection policy, and voting information (http://www.sos.ca.gov/elections/elections_vr.htm). Financial Aid Mechanism: This is a mechanism that reduces out-of-pocket costs that the student and/or parent must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the Federal Loan Programs can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

Compliance Statement: The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs. The U.S. Department of Education Title IV Student Financial Aid

Programs: The academy is approved for and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations: Grant (Free) Aid (this aid does not have to be repaid): Federal Pell Grant Program (FPELL) - $5,645 maximum annual limit for 2017 Award Year and $5,815 for 2018 $5,920 Award Year (Does Not require repayment). Federal Supplemental Educational Opportunity Grant Program (FSEOG)* – Funds are limited in nature; therefore, awards are based on availability of funds at the school. Maximum Annual Award given to school to distribute to students meeting eligibility requirements is $4,000 (Does Not require repayment) Loans to Student and/or Parent (this aid MUST be REPAID! These Loans are NOT Discharged by Bankruptcy): Federal Direct Student Loan Program – Subsidized loans a need base loan (interest earned while in school and during grace period is covered by the USDE)**. As of July 1, 2012 borrowers without a loan balance will have Limited Eligibility of up to 150 % of published course length, this calculation would take into account loans received from prior institution attende

d.Unsubsidized loans are no-need based (interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance)**. Parent loans (PLUS) – interest due from parents as last disbursement on a loan is made. Students are encouraged to keep their loan debt as low as possible. These loans are aggressively collected by the USDE and its contractors. Interest liability on late payments is very expensive. Defaulting on a student loan is very damaging to credit history and future borrowing power. Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd loan level. For more specific information on each program please refer to the student guides available at Student Guide
http://studentaid.ed.gov/students/publications/student_guide/index.html,
Direct Loan Basics for Students, and Direct Loan Basics for Parents.
(*) Funds are limited in nature; therefore, awards are based on availability of funds at the school.
(**) Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designated to the course of study at this institution. For example, If the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd.loan level. For more specific information on each program please refer to the student guides available at Student Guide
http://studentaid.ed.gov/students/publications/student_guide/index.html
Direct Loan Basics for Students Direct Loan Basics for Parents PDF Spanish version PDF [3MB]

Student Eligibility Requirements: To be eligible for financial aid, a student must:
• Have financial need;
• Be a citizen or an eligible non-citizen;
• have a valid social security Card Except applicants from the Marshall Islands, Federated States of Micronesia or The Republic of Palau
• Be registered for selective service (if a male between the age of 18-25);
• Be admitted as a regular student in an eligible program;
• Be making satisfactory progress (as defined by the school's policy) in the course of study;
• Have signed a statement of educational purpose;
• Not owe a refund on a FPELL Grant or FSEOG at any school;
• Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
• Have a High School Diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit329 • Agree to use any federal student aid received solely for educational purposes

Application for Aid, Procedures, and Forms: Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. The FAFSA may be filed on paper and delivered to the school, or the student and parents may go to FAFSA on the Web. Using FAFSA on the Web provides the student and/or parents the ability to use the IRS retrieval tool to obtain tax information from the IRS on completed taxes. Documentation to substantiate the data

entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.
Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student. Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 15, of the award year from which aid is requested from, or your last day of enrollment in 201, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected. Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year) and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year. Maximum Annual Award: $5,815 for 2017, $5,920 for 2018 (one academic year in two equal payment periods) Maximum Lifetime Eligibility Used for Pell 600%- A student's maximum amount of Pell Eligibility is 6 scheduled awards, as measured by the percentage of "Lifetime Eligibility Used"(LEU) field in COD (one scheduled award equals 100% LEU) Disbursement: They are made based on a per payment period via a check payable to the student or via a direct credit to the student's tuition account. Federal Supplemental Educational Opportunity Grant (FSEOG) Funds received under this program are not subject to repayment from the student. Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award. Maximum Annual Award: $4,000
Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.
Federal William D. Ford Direct Loan Program Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.
Federal Direct Subsidized Loan Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% 20 rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrower may apply for
'a single repayment schedule.
Maximum Annual Award: First level $3,500, Second level $4,500, Third level $5,500 (Max aggregate $23,000). These loans are subject to a maximum eligibility of up to 150% of the length of the program of study. Previous loans obtained could affect the student 150% eligibility. Federal Direct Stafford Unsubsidized Loan These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:
(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.
Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the

Disbursement: **Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet "Direct loan Entrance Counseling Guide"**
Determining Need: The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. The Academy utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (EFC) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student Need.

Cost of Attendance:
This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below. Elements included in the budget:

Tuition	Actual cost
Registration Fee	Actual cost
Books and supplies	Actual cost
Total institutional cost	Total

Living cost allowance (2019-2020) Sample uses a nine months period):

Living arrangements while in school	with parents	On Campus	Off campus
Room and board	$4,599	Actual cost	$11,493
Transportation	1,134	864	1,278
Personal/misc.	3,132	2,225	2,871

(The cost of uniforms is included in the personal allowance or included in the school charges)
Award Concept, Selection of Recipients and Packaging Criteria: This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the Academy emphasizes the SELF-HELP CONCEPT of student financial assistance. The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAID. The SELF-HELP CONCEPT lists types of financial assistance in the following order:
1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The Academy awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30). Due to the **limited** amount of funds available to the Academy, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 30 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/14 to 6/30/15 period. Therefore, the awards to those students will be $200 through the entire period. Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those student's ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

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

Recoveries: Recoveries resulting from unearned Title IV Funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Transfer Student: A student, who attended a post-secondary institution before the enrollment at **Advance Beauty Techs Academy** is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid history is received by **Advance Beauty Techs Academy.**

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

1 Unsubsidized Loans from FFELP or Direct Loan,
2. Subsidized Loans from FFELP or Direct Loan,
3 Perkins Loans,
4 PLUS (Graduate Students) FFELP or Direct Loan,
5 PLUS (Parent) FFELP or Direct Loan,
6 Pell Grant,
7 Academic Competitiveness Grant (ACG),
8 National SMART Grant,
9 Federal SEOG,
10. Other. This order would apply in accordance to the aid programs available at the institution.

Verification Policy and Procedures: Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 -executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification Verification exclusions

• Death of the student. You don't have to continue verification if you made an interim disbursement and the student died before verification was completed. You cannot make any additional disbursements, except for FWS funds already earned, to any of the student's beneficiaries. You cannot originate or disburse his Direct Subsidized Loan or consider any interim disbursement you made of Pell, Perkins, or FSEOG funds or provisional FWS employment to be an overpayment. See Chapter 2 of Volume 5.

• Not an aid recipient. The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.

• The applicant is eligible to receive only unsubsidized student financial assistance.

• Applicant verified by another school. The student completed verification for the current award year at another school before transferring. Her FAFSA data must be the same as it was at the previous school, and you must get

a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.

• Post enrollment. The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made. Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the parents of a dependent student if any of the following apply:

• Both of the parents are mentally incapacitated.

• They are residing in a country other than the United States and can't be contacted by normal means.

• They can't be located because the student does not have and cannot get their contact information. Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the spouse of an independent student if any of the following apply:355

• The spouse has died.

• He is mentally incapacitated.

• He is residing in a country other than the United States and can't be contacted by normal means.

• He can't be located because the student does not have and cannot get his contact information. **REQUIRED VERIFICATION ITEMS:**

• Adjusted gross income (AGI) • U.S. income tax paid• Education credits • Untaxed IRA distributions • Untaxed pensions • IRA deductions and payments • Tax-exempt interest • Other untaxed income • Income earned from work • Household size • Number in college • Supplemental Nutrition Assistance Program (SNAP, formerly food stamps) • Child support paid • High school completion status • Identity/statement of educational purpose **Verification tracking groups** Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student. Standard Verification Group. Tracking flag V1. Students in this group must verify the following if they are tax filers: • adjusted gross income • U.S. income tax paid • untaxed portions of IRA distributions • untaxed portions of pensions • IRA deductions and payments • tax-exempt interest income • education credits • household size • number in college • Supplemental Nutrition Assistance Program (SNAP) benefits • child support paid Students who are not tax filers must verify the following: • income earned from work • household size • number in college • SNAP benefits • child support paid Tracking flag V2 Reserved for future use by the Department. Child Support Paid Verification Group. Tracking flag V3. Students must verify child support paid by them or their spouse, their parents, or both. Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support. 6 Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group. Household Resources Group. Tracking flag V6. Students must verify the items in the Standard Verification Group as well as certain other untaxed income on the 2020–2021 FAFSA: • payments to tax-deferred pension and retirement savings plans (Questions 45a and 94a) • child support received (Questions 45c and 94c) • housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g) • veterans' non-education benefits (Questions 45h and 94h) • other untaxed income (Questions 45i and 94i) • money received or paid on the applicant's behalf (Question 45j) • resources or benefits not appearing on the FAFSA, such as in-kind support from a relative or a government agency

DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION You must require students selected for verification—whether by your school or by the Department—to submit to you the documentation by the date specified by your school (for Campus-Based and DL) or the Department (for Pell). A Pell applicant selected for verification must complete the process by the deadline published in the Federal Register. As of this writing the notice for 2020-2021 has not been published, but the deadline is expected to be September 28, 2020, or 120 days after the last day of the student's enrollment, whichever is earlier. Campus-Based and Stafford Loan applicants must complete verification by the same deadline or by an earlier one established by your aid office.

Definitions Related to Financial Aid: The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed

in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year. **CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60 minute time period. Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance **DEPENDENT STUDENT:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data. Parent information relates to the parent that provides the majority of the student support when parents are separated or divorced.
DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.
EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.
FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. Permanent resident, who has an I-551 or I-551C (Alien Registration receipt card). Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations: This documentation must have a valid date and not be an expired document. Refugee Asylum Granted Parole for a minimum of one year that has not expired T-Visa holder (T-1, T-2, T-3etc) Cuban-Haitian entrant Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID: F1 or F2 student visa J1 or J2 exchange visitor visa only G series visa (pertaining to international organizations)
INDEPENDENT STUDENT: : An individual who meets one of the following criteria: Item numbers correspond to the 2014-2015 1. (46) Was born before January 1, 1991? 2. (47) Married (answer yes if separated but not divorced)373 3. (48) As of July 1, 2016 will be graduate or professional student? 4. (49) Currently serving on active duty in the U.S. Armed Forces for the purposes other than training? 5. (50) Veteran of the U.S. Armed Forces? 6. (51) Have or will have children who will receive more than half of their support from you between July 1, 2064 and June 30, 2017? 7. (52) Do have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017? 8. (53) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? 9. (54) As determined by a court in your state are you or were you an emancipated minor? 10. (55) As determined by a court in your state of legal residence, are you or were you in legal guardianship? 11. (56) At any time on or after July 1, 2015, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? 12. (57) At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless? 13. (58) At any time on or after July 1, 2015, did the director of a runaway or homeless youth basic center or transitional living program determine that you were
PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.
PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks. **NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Notification of Rights under FERPA for Postsecondary Institutions The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a Postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day **Advance Beauty Techs Academy** 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.

2. The right to request the amendment of the student's education records that the student believes are 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 should 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. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by **Advance Beauty Techs Academy** 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 **Advance Beauty Techs Academy**. [Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **Advance Beauty Techs Academy** 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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A Postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student- •

To other school officials, including teachers, within **Advance Beauty Techs Academy** whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) • To 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 university'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 education programs, or for the enforcement of or compliance with Federal legal 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. (§§99.31 (a)(3) and 99.35) • In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)) • To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a) (6)) • To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7)) • To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) • To comply with a judicial order or lawfully issued subpoena. (§99.31(a) (9)) • To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) • Information the school has designated as "directory information" under §99.37. (§99.31(a) (ll)) • To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a) (13)) • To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31 (a)(l4)) • To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))