MISSION STATEMENT

The Mission of Citrus Heights Beauty College is to provide a clean, professional, and educational environment that is centered on academic and practical learning. It is our mission for our graduates to successfully pass the State Board of Cosmetology exam, instill a sense of professionalism in each student, and provide up to date training information, so our students may successfully obtain job opportunities in Cosmetology, Esthetician, Manicurist, and related fields.

SCHOOL INFORMATION

Prospective Students are encouraged to review this catalog, review the School Performance Fact Sheet (must be provided to you prior to signing an enrollment agreement) and visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreement. This school currently has available sponsored programs, Government, or other programs to provide grants to pay for portions of tuition or fees. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or the bureau's internet website www.bppe.ca.gov.

ACCREDITATION AND APPROVALS

Citrus Heights Beauty College is Accredited by NACCAS and approved by the following agencies:

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, Virginia, 22314
Telephone: (703) 600-7600 Fax: (703) 379-2200
Website: www.naccas.org

Veterans Affairs
1111 Howe Ave #390
Sacramento, CA 95825-8543
Telephone: (916) 556-7430
Website: www.va.gov

US Department of Education
Federal Student Aid Program Compliance
San Francisco / Seattle School Participation Division
50 Beale Suite 9800, San Francisco, CA 94105-1863
Telephone: (415) 486-5367 Fax: (415) 486-5676

Vocational Rehabilitation
721 Capitol Mall Suite 110
Sacramento, CA 95814
Telephone: (916) 324-1313

California Board of Barbering and Cosmetology (DCA)
1625 North Market Blvd., Suite N 112
Sacramento, CA 95834
Telephone: (916) 445-1254
Toll Free: (800) 952-5210
Website: www.dca.ca.gov

Bureau for Private Postsecondary Education
1747 Market Blvd., Suite 225
Sacramento, CA 95834
Telephone: (916) 574-8900 Fax: (916) 263-1897
Toll Free: (888) 370-7589
Website: www.bppe.ca.gov

CAREER OPPORTUNITIES

The curriculum at Citrus Heights Beauty College is designed to offer training for entry-level positions in the Salon and Spa profession. However, Citrus Heights Beauty College cannot guarantee job placement upon graduation. Career opportunities could include:

- HAIR STYLIST
- PLATFORM ARTIST
- INDUSTRY PRODUCT REPRESENTATIVE
- SALON OWNER/MANAGER
- EDITORIAL PHOTO SHOOTS
- COLOR SPECIALIST
- BRIDES/WEDDINGS
- MEDI SPA
- SPA OWNER
- SKIN CARE SPECIALIST
- ASSOCIATE STYLIST
- RUNWAY SHOWS
- SCHOOL OWNER
- NAIL TECHNICIAN
- MAKE-UP ARTIST
**ENROLLMENT AND CLASS START SCHEDULE**

Citrus Heights Beauty College reserves the right to change entrance dates and class schedules within the limitations of the facility. Start Dates for all programs are:

<table>
<thead>
<tr>
<th>Esthetician</th>
<th>January 5, 2022</th>
<th>April 11, 2022</th>
<th>June 15, 2022</th>
<th>September 12, 2022</th>
<th>November 7, 2022</th>
<th>February 13, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manicurist</td>
<td>February 16, 2022</td>
<td>June 15, 2022</td>
<td>October 12, 2022</td>
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</tbody>
</table>

**HOLIDAYS AND SCHOOL CLOSURE POLICY**

Citrus Heights Beauty College is closed on the following days:

<table>
<thead>
<tr>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>New Year’s Day</td>
<td>New Year’s Day</td>
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<td>1st</td>
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<tr>
<td>Martin Luther King Day</td>
<td>Martin Luther King Day</td>
<td>Martin Luther King Day</td>
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<tr>
<td>18th</td>
<td>17th</td>
<td>16th</td>
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<tr>
<td>Presidents Day</td>
<td>Presidents Day</td>
<td>Presidents Day</td>
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<td>15th</td>
<td>21st</td>
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<tr>
<td>Memorial Day</td>
<td>Memorial Day</td>
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<tr>
<td>31st</td>
<td>30th</td>
<td>29th</td>
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<tr>
<td>Independence Day</td>
<td>Independence Day</td>
<td>Independence Day</td>
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<tr>
<td>4th</td>
<td>4th</td>
<td>3rd – 5th</td>
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<tr>
<td>Labor Day</td>
<td>Labor Day</td>
<td>Labor Day</td>
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<tr>
<td>6th</td>
<td>5th</td>
<td>4th</td>
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<tr>
<td>Thanksgiving Day</td>
<td>Thanksgiving Day</td>
<td>Thanksgiving Day</td>
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<tr>
<td>25th – 27th</td>
<td>24th – 26th</td>
<td>23rd – 25th</td>
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<tr>
<td>Christmas Day</td>
<td>Christmas Day</td>
<td>Christmas Day</td>
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<tr>
<td>24th - 31st</td>
<td>24th - 31st</td>
<td>25th – 31st</td>
</tr>
</tbody>
</table>

A special holiday may be declared for special or emergency reasons. Holy days of all religious beliefs are observed and respected.

**STUDENT SCHEDULES**

Citrus Heights Beauty College Enrollment Agreement outlines the expectations the student must adhere to and has set out a complete description of the education provided. The following schedules are as followed:

**Freshmen Class First 7 weeks is 9:00am – 4:30pm Tuesday – Friday**

**COSMETOLOGY FULL-TIME SCHEDULE A 28 hours per week:**

- 9:00 a.m. – 4:30 p.m. Monday – Wednesday on campus
  - *Asynchronous 7 hours per week of distance education also known as independent study for both schedules.*

**ESTHETICIAN FULL-TIME SCHEDULE A 28 hours per week:**

- 9:00 a.m. – 4:30 p.m. Monday – Wednesday on campus
  - *Asynchronous 7 hours per week of distance education also known as independent study for both schedules.*

**MANICURIST FULL-TIME SCHEDULE 24 hours per week:**

- 9:00 a.m. – 4:30 p.m. Thursday – Friday on campus
  - 8:15am – 3:45pm Saturday on campus
  - *Asynchronous 7 hours per week of distance education also known as independent study.*

**DRESS CODE**

Students must arrive to Citrus Heights Beauty College looking like a professional. Hair and make-up must be in a professional appearance BEFORE clocking IN for school. Students will receive a school logo smock, apron and name tag that must always be worn. One small nose piercing and earrings are acceptable, any other facial piercing (tongue, eyebrow, lip, chin, bull nose, etc.) will be asked to be removed while at school. Students are to wear ALL plain (NO logo or writing) black pants, jeans, leggings (leggings should be worn with long tunic top, skirt, or dress), skirt, dress, shirt (plain black, NO mid-drift or arm pits exposed), and closed toe shoes. (Skirts/dresses need to be knee length, no holes in pants) In cold weather a black dress jacket, cardigan, sweater may be worn and scarf (any color). Hoodies, hats, sweats, yoga pants, sweatshirts, and slipper like shoes are not acceptable. Students who do not show up with hair and make-up done and in proper dress code will be clocked OUT (student may be charged overtime fees). The decision as to whether a student is in dress code is at the discretion of the school staff.
PHYSICAL DEMANDS AND SAFETY PRECAUTIONS
Students and graduates are advised on the physical demands and can expect to be on their feet for long periods of time, extensive hand and arm movement, pushing and bending. Students and graduates must follow all state and school sanitation and safety requirements outlined by course curriculum, Performance Criteria, and cosmetology procedures such as wearing gloves while handling chemicals, wearing a smock and closed toe shoes to prevent injury. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students. (Complete file of Material Safety Data Sheets available in the Administration Office)

ATTENDANCE & TARDY POLICY
Students are required to attend school in clock hours... Students will NOT be allowed to graduate until they have completed their required clock hours. Classes start promptly Monday – Friday at 9:00 a.m. and Saturday at 8:15 a.m.

- Absence from class can seriously affect the student’s progress. An absence must be excused by an instructor, but the student is required to complete the assigned work.
- Students who are going to be late or absent for the day must call Citrus Heights Beauty College and speak with the Guest Service Desk, leave a voice message, or email (must CC both email addresses) by 8:00 a. m.
  o Ms Jamie – Jamie.enriquezchbc@gmail.com (Admissions/Office)
    o 916.735.3774 Office
    o 916.586.8830 Fax
  o Ms Aimee – ms.aimee.chbc@gmail.com (Admissions/FA/Office)
    o 916.735.3777 Office
    o 916.586.8822 Fax

Students who arrive after 9:00a.m. (Monday-Friday) and 8:15 a.m. (Saturday) will be given a warning. A student that receives 3 warnings will be suspended for 48 hours. Students who fail to login to online zoom classes for roll call by 5 minutes after the hour will not be allowed to join meeting until next available hour. (Late defined as 5 minutes) (Citrus Heights Beauty College time clocks are synchronized with a SMART time server using fingerprint to clock In & Out with on campus) It is the student’s responsibility to clock In & Out. If the student forgets to clock In, the student will NOT receive credit for the hours not clocked In. Students who are in school for 6 hours or more are required to take a 30-minute lunch break and are required to clock Out & back In from the lunch break. If a student misses 3 days (or hour’s equivalent to 3 days) of Freshman class, students will be dropped from the program and re-enrollment for the next class will be discussed on an individual basis with Administration. If an absence results in 14 calendar days with no communication with the institution the student will be terminated. Instructors are not allowed to dismiss a student; such dismissals are to be sanctioned only by the administrators of the school. Excessive tardiness or absences can result in enrollment termination.

MAKEUP HOURS
Students that call in/email regarding an absence prior to clock in time are eligible for on campus make up hours. Students who fail to give notice regarding their absence are ineligible.

- A request to make up hours that are missed on student's regular schedule can be submitted to Admissions office. If approved, student can schedule a day to attend on another schedule for number of hours that were missed. AT NO TIME CAN A STUDENT ATTEND ON A NON-SCHEDULED DAY WITHOUT PRIOR APPROVAL. HOURS WILL BE CHECKED AND ENTERED BY ADMISSIONS STAFF. TIMECARD MUST BE FILLED OUT AND THEN SIGNED BY ADMISSIONS STAFF. FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN THE VOIDING OF MAKE UP TIME.

DISTANCE EDUCATION
Distance education hours are measured by participation in clock hours. Students will interact with assigned instructor that is validated for academic programs. Chromebooks and Milady MindTap key cards will be included in the students’ kit to participate and complete any distance learning assignments. Students will need internet access to be able to login to online distance education. Internet access is provided on campus daily to students. Attendance is verified by online zoom with assigned instructor. Roll call is done at beginning and end of assigned times daily. Students will attend class on campus and participate in online distance education weekly. Each program may have different scheduled hours however the distance education portion will not exceed 25% of the program. All assessments used for calculating student’s GPA will be done when student is physically on campus with instructor. All transcripts and other enrollment documents will identify all distance education components.

DISTANCE EDUCATION DISCLAIMER
Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states
GRADUATION REQUIREMENTS
To be eligible for graduation, every student must maintain a satisfactory grade in class and clinical practices, completed all assigned projects, maintain a passing average in theory and pass the mock board. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction. The student must have financial requirements fulfilled.

In Cosmetology satisfactory completion of 1000 hours
In Manicurist satisfactory completion of 400 hours
In Esthetician satisfactory completion of 600 hours

Upon graduation you will receive a diploma from Citrus Heights Beauty College and Proof of Training Documents

STATE BOARD LICENSING REQUIREMENTS
To any person who has made application to the Board in proper form, paid the fee required by the chapter, and who is qualified as follows:
- Is not less than 17 years of age
- Has completed the 10th grade in a school in this state or its equivalent
- Is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act
- Holds a license as a Barber in this State and has completed a cosmetology crossover course in a school approved by the Board
- Completed a Barbering course in a school approved by the Board and has completed a cosmetology crossover course approved by the Board

Has done any of the following:
- Completed course in Cosmetology, Esthetics and/or Manicurist from a school approved by the Board
- Practiced cosmetology, esthetics and/or Manicurist as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology, esthetics and/or Manicurist from a school the curriculum of which complied with the requirements adopted by the Board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph 1 of this subdivision.

COMPENSATION FOR A LICENSED GRADUATE
The U.S. Department of Labor provides current (2015) job information at www.careerinfonet.org. You may also visit www.labormarketinfo.ca.gov. These websites include information by job position to include state and national wages, occupation profiles/descriptions, state and national trends, knowledge, skills, and abilities needed for each position.

<table>
<thead>
<tr>
<th>Job Position/ SOC Code</th>
<th>National Median Hourly/Yearly Wage</th>
<th>State Median Hourly/Yearly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetologists (Hairdressers) / 39-5012.00</td>
<td>$13.16 / $27.380</td>
<td>$14.99 / $31,180</td>
</tr>
<tr>
<td>Estheticians (Skin Care Specialist) / 39-5094.00</td>
<td>$17.55 / $36,510</td>
<td>$18.13 / $37,706</td>
</tr>
<tr>
<td>Manicurists / Pedicurist / 39-5092.00</td>
<td>$13.40 / $27,870</td>
<td>$14.60 / $30,351</td>
</tr>
</tbody>
</table>

COSMETOLOGY TUITION
SCHEDULE | FULL TIME | 1000hrs
28hrs a week | 38 Week Program | 9Months
Program Cost
Application Fee (NON-REFUNDABLE) $100.00
Administration Fee (NON-REFUNDABLE after the first day of class) $150.00
Lab Fee (NON-REFUNDABLE after the first day of class) $300.00
Technology Fee (NON-REFUNDABLE after the first day of class) $90.00
STRF Fee (NON-REFUNDABLE after the first day of class) $45.00
Kit (NON-REFUNDABLE if opened) $2057.00
Book (NON-REFUNDABLE if opened) $640.00
Uniform (NON-REFUNDABLE if opened) $50.00
Taxes $212.90
Tuition $14,500.00

TOTAL $18,144.90

*Estimated schedule of total charges for the entire educational program $18,144.90
**There is no additional fees associated with student identity verification with distance education.
*Additional fees not included: State Board Exam ($125) and Overtime Fees
ESTHETICIAN TUITION
SCHEDULE | FULL TIME | 600hrs
28hrs a week | 23 Week Program| 5.5 Months

Program Cost
Application Fee (NON-REFUNDABLE) $100.00
Administration Fee (NON-REFUNDABLE after the first day of class) $150.00
Lab Fee (NON-REFUNDABLE after the first day of class) $200.00
Technology Fee (NON-REFUNDABLE after the first day of class) $60.00
STRF Fee (NON-REFUNDABLE after the first day of class) $27.50
Kit (NON-REFUNDABLE if opened) $1040.00
Book (NON-REFUNDABLE if opened) $640.00
Uniform (NON-REFUNDABLE if opened) $50.00
Taxes $134.08
Tuition $870.00

TOTAL $11,101.58

*Additional fees not included: State Board Exam ($115) and Overtime Fees
**Estimated schedule of total charges for the entire educational program $11,101.58
***There is no additional fees associated with student identity verification with distance education.

MANICURIST TUITION
SCHEDULE | FULL TIME | 400hrs
24hrs a week [18 Week Program] 4 Months

Program Cost
Application Fee (NON-REFUNDABLE) $100.00
Administration Fee (NON-REFUNDABLE after the first day of class) $150.00
Lab Fee (NON-REFUNDABLE after the first day of class) $150.00
Technology Fee (NON-REFUNDABLE after the first day of class) $40.00
STRF Fee (NON-REFUNDABLE after the first day of class) $10.00
Kit (NON-REFUNDABLE if opened) $574.00
Book (NON-REFUNDABLE if opened) $640.00
Uniform (NON-REFUNDABLE if opened) $50.00
Taxes $97.96
Tuition $2056.00

TOTAL $3867.96

*Estimated schedule of total charges for the entire educational program $3867.96
*Additional fees not included: State Board Exam ($110) and Overtime Fees
***There is no additional fees associated with student identity verification with distance education.

ADDITIONAL FEES

Each course/program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, and licensed instructors for each student and course. If a student needs additional hours past the contracted date appearing on the Enrollment Agreement, additional training will be billed a fee per hour, until graduation unless your contract states otherwise. Students will NOT be allowed to clock In until applicable weekly payments are made or a payment plan has been established for Over contract fees. Overtime fees are as followed:
- Cosmetology $18.00/hr
- Esthetician $18.00/hr
- Manicurist $18.00/hr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Application Fee</th>
<th>Monthly Payment</th>
<th>Approximate Months</th>
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<tbody>
<tr>
<td>Cosmetology</td>
<td>$100.00</td>
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<tr>
<td>Esthetician</td>
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<td>5 months</td>
</tr>
<tr>
<td>Manicurist</td>
<td>$100.00</td>
<td>$941.99</td>
<td>4 months</td>
</tr>
</tbody>
</table>

ADMISSION POLICY AND PROCEDURES

Students are admitted as regular students under the following criteria for all programs:
- Complete and sign an Enrollment Agreement (any student under the age of 18 must have a parent or legal guardian sign the Enrollment Agreement)
- Must be 17 years old and provide proof of age such as a driver license, passport, ID card, or birth certificate by the time they take the State Board exam
- Provide a Social Security card
- Proof of high school or equivalent completion via one of the following:
1. High School Diploma (If diploma is awarded from another country it needs to be translated to English, evaluated and certified to be the equivalent to a High School Diploma granted in the State of California, and notarized as to the true content of the document. We do not provide visa services or vouch for student status.)
2. Sealed and sign high school transcript
3. GED
   - Engage in personal interview with an admission representative
   - Must pass Admission Exam with a 70% or higher (Milady Student aptitude test is given at a 10th grade reading level)
   - Citrus Heights Beauty College DOES NOT provide English-as-a-Second Language instruction. Students must be able to read and write in English at a 10th grade level.
4. Complete Enrollment Application
   - Prospect Students must agree to Citrus Heights Beauty College rules, policies, and procedures in effect, and/or that may become effective during the enrollment period.
   - Pay a non-refundable deposit for $100.00 for Application Fee. Prior to first day of attendance student is required to pay for the non-refundable STRF fee. (Prospect Students are encouraged to review this Catalog and School Performance Fact Sheet, which must be provided before signing)
   - Citrus Heights Beauty College has not entered into articulation or transfer agreement with any other college or university.

View the College website: www.Chbeautycollege.com and review the consumer disclosures, and Student Catalog for important information on the College and our Conduct Policies. (You will be required to sign an Affidavit stating you have read and understand the Consumer Disclosures, and Rules and Regulations of Citrus Heights Beauty College.)

- If you are applying for Financial Aid, you will need to follow the steps listed:
  a. Go to www.studentaid.gov Click on the link to create an FSA ID if you are a Dependent Student (under the age of, not married, and have no Dependents) your parents will need an FSA ID as well
  b. Once you have an FSA ID go to www.studentaid.gov and apply for Financial Aid (FINANCIAL AID WILL NOT COVER THE ENTIRE COST OF THE COURSE), payment arrangements will need to be made before you begin the course.

   SCHOOL CODE is 014064. It can take up to 3 weeks (if selected for verification it could take longer) to process Financial Aid.

NOTE: If you have applied for Financial Aid and it is not processed before the signing of the Enrollment Agreement, you will be enrolled as a CASH paying student and will be required to make monthly payments until your Financial Aid is processed and awarded. If you have questions with regards to payments contact the Administration Office for an explanation.

- Citrus Heights Beauty College accepts cash, check, money order, Visa, and MasterCard. Students must determine form of payment method when enrolling.

- Citrus Heights Beauty College will accept up to 300 transfer hours for Cosmetology, 120 transfer hours for Esthetician and 120 transfer hours for Manicurist programs. The accepted number of transfer hours is counted both attempted and completed for the purpose of determining the maximum allowable program time frame. Citrus heights Beauty College will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after enrollment contract has been signed.

- *NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.
  “The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits in theory hours and lab operations, you earned in Cosmetology, Esthetician or Manicurist is also at the complete discretion of the institution to which you may seek to transfer. If the credit 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 Citrus Heights Beauty College to determine if your credits will transfer.”

- Please note: The Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a felony or misdemeanor criminal offense (other than minor traffic violations or outstanding traffic/parking tickets.) Please speak with the Owner and/or Director if you have any prior convictions.

RE-ENROLLMENT
If a student has been dropped for any reason and is approved to re-enroll, the student will be charged $100.00 application fee. The student will also be charged for their remaining hours at the current tuition rate of Citrus Heights Beauty College. Must have Proof of Training documents for re-enrollment, a kit and textbook equivalent and current to Citrus Heights Beauty College, if withdrew under probation you will re-enroll under probation as interruptions have no effect on Satisfactory Progress Policy. If a student has 200 hours and less than 2 years since previous enrollment, they must take a written and practical review to demonstrate their ability and knowledge retention from previous training prior to being accepted to the clinic floor.

DISCLAIMER/NON-DISCRIMINATION
In accordance with the provisions of Title IV of the CIVIL RIGHTS ACT OF 1969, Citrus Heights Beauty College does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, medical condition, ethnic origin, national origin, marital status, sexual orientation, gender identity, pregnancy or parental status. For more information regarding Non-Discrimination or to resolve complaints contact the school Director. Citrus
LEAVE OF ABSENCE (LOA) POLICY

Students may request a leave of absence for Jury Duty, Military Duty, or medical reasons for the student or an immediate family member (immediate family member is the student’s parent, sibling, spouse, or child) and not to exceed 180 days within a twelve-month period.

Leave of Absence Request Must:

- Be in advance and that the request be in writing with student signature (LOA form obtained from Administrator)
  - In the event of unforeseen circumstances that prevents the student from requesting a LOA in advance, documentation outlining the extenuating circumstances may be prevented to Administration in writing at a later date to determine if the circumstance is an acceptable reason for a LOA (LOA will be granted the first day the student was able to attend)
- Have beginning and end dates
- State the reason for LOA

Please note the following stipulations:

- A student who is not meeting satisfactory progress when leave begins will remain in the same status when returning from LOA for the remaining portion of the probationary period.
- LOA will NOT reduce the program completion requirements.
- LOA will NOT include previously missed days unless the student or immediate family member is hospitalized
- Student will not be assessed any additional charges as a result of a requested LOA
- LOA will NOT be considered in determining the amount of elapsed time for refund calculations or maximum period.
- LOA must be for a minimum of 14 calendar days
- A student on an approved LOA notifies the school that he/she will not be returning. The date of withdraw shall be the earlier of the date of expiration of the LOA or the date the student notifies the school that they will not be returning.
- A student who takes an unapproved LOA or does not return from LOA by the scheduled return date will have their enrollment terminated and
  - for the purpose of calculating a refund will be the student’s last day of attendance.
- LOA will NOT be granted if there is not a reasonable expectation that the student will return
- Student’s contract period will be extended by the same number of days taken in the LOA and addendum to enrollment agreement must be signed by both parties
- No refund calculation is required at the time of LOA

TRANSFER POLICY

Citrus Heights Beauty College will accept up to 300 transfer hours for Cosmetology, 120 transfer hours for Esthetician and 120 transfer hours for Manicurist programs. The accepted number of transfer hours is counted both attempted and completed for the purpose of determining the maximum allowable program time frame has been exhausted. Transfer students will be placed in freshman class to evaluate training level and are required to pass the freshman written and practical final with an 80% or higher. Citrus Heights Beauty College does not award credit for prior experiential credit.

*Citrus Heights Beauty College will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after the enrollment contract has been signed.

*Citrus Heights Beauty College has not entered into an articulation or transfer agreement with any other college or university.

Students that would like to Transfer to another school must submit a Letter of Withdraw to Citrus Heights Beauty College with name, date of withdrawal and decision to withdraw from Citrus Heights Beauty College.

*NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

“The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma, you earned in Cosmetology, Esthetician or Manicurist program is also at the complete discretion of the institution to which you may seek to transfer. If the credit 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 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 Citrus Heights Beauty College to determine if your credits will transfer.” This school establishes a procedure of daily record of applied effort and computer time clock for record keeping of the student's class hours and practical hours in compliance with California Board of Cosmetology. All outstanding fees owed to Citrus Heights Beauty College must be paid in full in order to receive Proof of Training documents. Once Administration receives Letter of Withdraw and outstanding fees students will receive Proof of Training within 14 days. The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of an institution to which you may seek to transfer.
CONDUCT POLICIES

• Parking is provided in designated areas only (NO parking in the lower lot, for Guests only)
• ALL haircuts, chemical services (color, decolorizer, perm, peels, etc.) and facials must be STARTED, CHECKED and FINAL CHECK by an instructor (failure to do so may result in termination from the school).
• A professional conduct is always expected from all students
• ONLY water (must be labeled with your name) is permitted on Clinic floor.
• Cleanliness, to develop professional work habits, which is part of your training you are responsible for:
  o The cleanliness of your own workstation, mirror, chair and floor at all times
  o All containers must be labeled properly
  o Daily cleanup & setup duties
• Theft is grounds for immediate termination
• Damage to Citrus Heights Beauty College property; is grounds for immediate termination, student will be responsible for replacement of damage caused to school
• NO CELL PHONE use is allowed in class (failure to follow may result in suspension). Phone calls or texting is allowed outside the student clinic service areas
• Student MUST clock Out every time you leave campus
• No profanity, offending, rude or loud language at any time
• Student visitors (family, friends, etc.) must have an appointment otherwise they are not permitted on the Clinic floor and classroom during Citrus Heights Beauty College hours
• ONLY instructors teach students, NO student teaching student
• Students must work on scheduled operations, check daily for changes to schedule
• Students may not refuse a service or refuse to perform an operation. If there is a valid reason you feel you cannot work on a particular service, please discuss it with an instructor
• Citrus Heights Beauty College will not tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or staff member experiences, or witnesses anyone being bullied, harassed, or hazed in any way, there will be grounds for immediate expulsion
• All operations to be signed off by an instructor including sanitation
• Students are not permitted behind the front desk unless invited by the Guest Service Receptionist
• Students are not permitted to get their own chemicals, Instructor must be present
• Smoking is allowed in designated areas (up by the POD) only. Please use the ashtray or you will not be allowed to smoke on campus
• Unless used for Freshman class, students must pay 50% of service fee for chemical services on themselves. It must be approved by an instructor with proper personal service form filled out. Failure to do so, student will no longer be allowed to have a personal service
• Cosmetology and Manicurist students are not permitted in the Esthetician department without instructor approval or personal service form
• Possession of any type of weapon, drugs, and alcohol (or under the influence) while on school property is grounds for immediate expulsion.
• Removal of official office documents from the school or forgery of any staff signature is grounds for immediate expulsion
• Students must be in Dress Code, smock/apron, and name tag while clocked In

Every student is extended the privilege of consulting with the Director or Administrator of the school. Counseling appointments may be scheduled with the Director or Administration, but we do have an open-door policy (dependent minor Student’s family may consult with the Director/Administration).

Citrus Heights Beauty College has a policy of maintain a DRUG FREE WORKPLACE. All students and staff are notified that the unlawful manufacturing, distribution, dispensing, possession, or personal use of a controlled substance is prohibited. If in compliance with the policy, appropriate personal action may be taken and may include termination also requiring satisfactory participation in a DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM approved for such purposes by the Federal, State or Local law enforcement agency. Any individual associated with Citrus Heights Beauty College who is seeking information, counseling or assistance concerning Drug or Alcohol Abuse Prevention may call or visit the following agency:

Department of Health and Human Services:
212 Harding Blvd., Roseville, CA 95678, (916) 783-9143 or 7845 Broadway, Sacramento, CA 95820, (916) 366-2736

The above conduct policies are subject to change without notice, additions may be made at any time by the Administration of Citrus Heights Beauty College and failure to follow the conduct policies at any time Citrus Heights Beauty College may terminate contract
SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all NACCAS approved programs and schedules at Citrus Heights Beauty College. It is printed in the school catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education.

Evaluation Periods (based on COMPLETED HOURS):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE HOURS</th>
<th>MAXIMUM WEEKS</th>
<th>MAXIMUM SCHEDULED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1000 (full time 28 hours per week)</td>
<td>38 weeks</td>
<td>1333</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600 (full time 28 hours per week)</td>
<td>23 weeks</td>
<td>798</td>
</tr>
<tr>
<td>Manicurist</td>
<td>400 (full time 28 hours per week)</td>
<td>15 weeks</td>
<td>532</td>
</tr>
</tbody>
</table>

Practical Evaluation Periods will be scheduled at the same hours, based upon a cumulative GPA of written & practical exams

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum 75% of the hours possible based on the applicable attendance scheduled in order to be considered maintaining satisfactory academic progress. Evaluations are conducted at the end of each evaluation period to determine if the student had met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of scheduled hours. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME:
The maximum time frame (which does not exceed 133% of the program length) allowed for students to complete their program at Satisfactory Academic Progress is stated below:

- Cosmetology: 38 weeks, maximum scheduled hours 1333 hours
- Esthetician: 23 weeks, maximum scheduled hours 798 hours
- Manicurist: 15 weeks, maximum scheduled hours 532 hours

Veteran Benefits will be paid for 100% of approved program length only.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least 2 comprehensive practical evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must makeup failed or missed tests. At each evaluation point, the students’ cumulative grade average is calculated and will include grades reached in the following manner:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 – 100%</td>
<td>EXCELLENT</td>
<td>PASSING</td>
</tr>
<tr>
<td>84 - 91%</td>
<td>VERY GOOD</td>
<td>PASSING</td>
</tr>
<tr>
<td>75 - 83%</td>
<td>SATISFACTORY</td>
<td>PASSING</td>
</tr>
<tr>
<td>74% AND BELOW</td>
<td>UNSATISFACTORY</td>
<td>NOT PASSING</td>
</tr>
</tbody>
</table>

*NOTE: Students with 74% and below grade point averages must meet the probationary requirements and standards in the Satisfactory academic Progress Policy in order to remain enrolled at Citrus Heights Beauty College.

FEDERAL ASSISTANCE PROGRAMS

Citrus Heights Beauty College has the following financial aid programs available:

- Federal Pell Grant
- Federal Direct Subsidized Loans
- Federal Unsubsidized Loans
- PLUS Direct Student Loans
- Veteran’s Administration Benefits
- Vocational Rehabilitation
- Personalized In-School payments
- View the College website: www.Chbeautycollege.com and review the consumer disclosures, and Student Catalog for important information on the College and our Conduct Policies. (You will be required to sign an Affidavit stating you have read and understand the Consumer Disclosures, and Rules and Regulations of Citrus Heights Beauty College.)
STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES:

"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, Suite 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:

1. The institution, a location of the institution, or an educational program offered by the institution 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.
2. 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 educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure 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 value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse proceeds under a federal student loan program as required by law or
6. has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
7. 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.
8. 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 noncollecting 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."

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833 Phone: (916) 431-6959 Website: www.bppe.ca.gov

FACULTY/STAFF

OWNER(S):
Citrus Heights Beauty College INC

STAFF ADMINISTRATION:
Becky Hambelton Director
Sharle Hambelton Associate Director
Aimee Ferguson Financial Aid/Admissions
Jamie Enriquez Admissions/Office
Tosha Hambelton Administration/Office

INSTRUCTIONAL STAFF:
Becky Hambelton Education Director
Ana Victoria Ortiz Esthetics/Cosmetology Instructor
Gina Emberman Cosmetology Instructor
Tosha Hambelton Esthetician Instructor
Jamie Enriquez Cosmetology Instructor
Katie Grawey Manicurist/Cosmetology Instructor
Aimee Ferguson Cosmetology Instructor
Lea Wallace Cosmetology Instructor
Sierra Pavaeo Cosmetology Instructor
Jessica Fanelli Cosmetology Instructor
Alayna De Luze Cosmetology Instructor

Licensed Cosmetologist
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SUBSTITUTE INSTRUCTORS:
Kristy Stewart Cosmetology/Esthetics Instructor
Melinda Duarte Cosmetology Instructor

STAFF
Kyndra Mosier Guest Services
Harold Henman Custodian
1. All supplies for the program selected will be supplied by the school at the stated charge. Lost, mutilates, or stolen items will be replaced at the expense of the student.

2. Cost of medical examinations, if required, is to be paid for by the student.

3. The school reserves the right to postpone training in the event of natural disasters, Acts of God, (such as fire, flood and earthquake), labor disputes, equipment failure, for a maximum of 30 days.

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

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

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

7. The school reserves the right to reject any application for admission not meeting the requirements for the program.

8. The Student’s enrollment may be terminated at the election of the School Director, if the Student’s academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the school (as stated in the catalog); any Physical or Verbal confrontation or fights will result in suspension and/or immediate dismissal from school; in which event, the extent of the Student’s tuition obligation will be in accordance with the School’s refund policy.

9. If any particular provision of this agreement shall be deemed invalid or unforce able, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unforce able provision was omitted.

10. Any dispute arising from enrollment (including tuition and fees) at Citrus Heights Beauty College, no matter how described, pleaded or styled, may resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) at Citrus Heights, California, under its Commercial Rules. The award rendered by the Arbitrator (s) may be entered in any court having jurisdiction.

11. This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized.

I __________________________________ have read and understand the above Rules & Regulations of Citrus Heights Beauty College and I understand what is expected of me as a student enrolled at Citrus Heights Beauty College. I also understand the consequences for noncompliance with the rules and regulations of Citrus Heights Beauty College. I understand that the Rules and Regulations at Citrus Heights Beauty College may be changed and amended as needed.

Print Name ________________________________

Signature __________________________________ Date ____________

CITRUS HEIGHTS BEAUTY COLLEGE

REDKEN PREMIER SCHOOL

SAM VILLA™
APPLICATION/STUDENT PROFILE SHEET

Please provide the following information.

THIS FORM MUST BE FILLED OUT COMPLETELY! If something does not apply to you, please place a N/A on the line.

First Name: ____________________________ Middle Initial: __________ Last Name: ____________________________

SS# ____________________________ Are you a US Citizen? YES [ ] NO [ ] If NO, provide documentation

Street address: __________________________________________________________

City: ______________________ State: __________ Zip: __________________________

*Email: ____________________________ Home Phone: __________________________

Work Phone: ____________________________ *Cell Phone: __________________________

Date of Birth: __________ Current Age: __________ Cell Phone Provider: __________________________

Emergency Contact: ____________________________ Phone: __________________________

*By providing email address, cell phone & cell phone carrier information, I am authorizing Citrus Heights Beauty College to contact me via these methods. __________ (Student Initials)

Race

[ ] Alaskan Native [ ] Hispanic [ ] Unknown
[ ] American Indian [ ] Non-Resident Alien [ ] Caucasian
[ ] Asian [ ] Other
[ ] African American [ ] Pacific Islander

Marital Status: [ ] Single [ ] Married [ ] Divorced [ ] Widowed

Gender: [ ] Female [ ] Male

For Cosmetology Students are you____ Right or____ Left-Handed?

High School Graduation Date: __________ High School you attended:

Education Level: [ ] College Grad
[ ] HS Diploma [ ] Current HS Student
[ ] HS Transcript [ ] Some Post-Secondary
[ ] GED [ ] Associates Degree

Will you be applying for Federal Financial Aid? YES ____ NO

Have you applied for FASFA? YES ____ NO If yes... what date did you apply? __________________________

If you were enrolled in another College at any time in the past year, did you receive Federal Financial Aid YES ____ NO

If so was it the PELL GRANT STUDENT LOAN or BOTH ________

How did you hear about us? __________________________________________

Driver License/State ID #: ____________________________ State of Driver License/ID: __________ Veteran: [ ] YES [ ] NO

[ ] Cosmetology [ ] Esthetician [ ] Manicurist Start Date Desired:

Previous Hours from another school [ ] YES [ ] NO How many previous hours: __________

Name of the previous school: __________________________________________

The following will need to be brought into the College with submission of the Student Profile Sheet:

- Driver’s License or State Issued ID Card or US Passport
- High School Diploma/Transcripts, GED, College Transcripts PSA – Home Schooling
- Social Security Card
- If you have previous hours from another school; bring Proof of Training documents
Please in brief answer the following questions:
Why have you chosen a career in the Beauty Industry? Do you have a friend or family member in the industry?

What are your best qualities? Worst qualities? Why should we accept you as a student in our program?

Why are you choosing Citrus Heights Beauty College?

Parent/Guardian Spouse/Significant Other
Name: ______________________________
Address: ______________________________
City: __________________ State: ______
Phone: ( ) ________________ Zip: ______
Cell Phone: ______________________________
Relationship: ______________________________

Reference 2
Name: ______________________________
Address: ______________________________
City: __________________ State: ______
Phone: ( ) ________________ Zip: ______
Cell Phone: ______________________________
Relationship: ______________________________

Reference 3
Name: ______________________________
Address: ______________________________
City: __________________ State: ______
Phone: ( ) ________________ Zip: ______
Cell Phone: ______________________________
Relationship: ______________________________

Reference 4
Name: ______________________________
Address: ______________________________
City: __________________ State: ______
Phone: ( ) ________________ Zip: ______
Cell Phone: ______________________________
Relationship: ______________________________

____________________________
Student Name Print

____________________________
Parent Signature (if under 18yrs.)

____________________________
Student Signature

____________________________
Date