

Approval Disclosure Statement

The Salinas Beauty College was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

Institutional approval must be re-approved every three years and is subject to continuing review.

Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the council. Approved are courses:

Cosmetology (CIP # 12.0401) 1600 hours

Grievance Procedure Policy

Persons seeking to resolve problems or complaints should first contact the instructor in charge.

Requests for further action may be made to James (Jim) Edwards, president of the Salinas Beauty College, Inc. at 916 So. Main Street, Salinas, CA.

Unresolved complaints may be directed to:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA. 95833
(888) 370-7589 or (916) 431- 6959

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

Administrative Business Hours

Tuesday through Saturday from 8:00 am to 4:30 pm.

Mission Statement

Our Mission Statement is to provide a quality education in cosmetology so our graduates are able to be successful in the field of cosmetology.

Goals and Objectives

Our goals are to train our students to pass the State Exam; instill ethical behavior including professionalism; provide up-to-date training and communication skills; and provide placement assistance. Our objectives are to prepare our graduates with the skills needed to secure and maintain employment in cosmetology.

Institutional Effectiveness

The SBC has trained more working cosmetologists in Monterey County than any other school. We historically have maintained a very high pass rate for licensing exams in California.

Institution's General Facilities

The College is located in South Salinas in the Valley Center shopping center. There is easy access with the use of public and private transportation and unlimited parking.

The College has approximately 3500 square feet downstairs and 1000 square feet on the mezzanine floor. There are 20 student/patron styling and practice stations, facial area, dispensary, 3 theory classrooms, student lounge, and a library. The college staff and equipment can accommodate 85 adult cosmetology students.

Handicapped (Wheelchair Access)

The school is set up for wheelchairs including one of the restrooms.

Health, Compensation and Physical Considerations

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. According to the U.S. Bureau of Labor Statistics the Median hourly rate in the U.S. is \$ 10.94 per hour – the lowest is \$ 7.86 per hour and the highest is \$ 19.97 per hour. An experienced Cosmetologist can earn several thousand dollars per month in California. Compensation is primarily based on performance therefore salary range is determined by the level of productivity of the professional.

History

Salinas Beauty College was established to provide quality cosmetology education to the Salinas and Pajaro Valleys in 1938. There has been a great deal of growth in the Valley and the profession of cosmetology. We like to feel the college has contributed to both.

The College was acquired by award winning hair stylist Jim Edwards in 1971. Mr. Edwards is past president and co-founder of the local C.C.A. chapter; co-founder, Board member and Executive Director of the California Association for Schools of Cosmetology and Board member of the Professional Beauty Federation of California.

Scholarships

The SBC offers \$ 1,000.00 scholarships to graduating high school students. Each high school Career Center has the applications available.

Administration

The College is a corporation and James (Jim) Edwards is president.

Staff and Faculty Qualifications

Faculty members are chosen for their experience and expertise as teachers of cosmetology. Their training includes teaching methods and systems as well as specialized courses in cosmetology and hair styling on both a practical and collegiate level.

James (Jim) Edwards --- School Administrative Director and Substitute Instructor --- B.S., M.B.A. and Standard Designated Teaching Credential.

Angelica Ng -- Director of Education and Instructor -- A.A. degree with experience in all phases of Cosmetology -- oversees all training including bilingual and the State Exam

Veronica Velasquez -- Freshman and Bilingual Instructor -- experience in cosmetology specializing in Hair Styling.

Angelika Ng -- Instructor – specializing in skin care, hair color and hair extensions.

Lucille (Georgia) Johnson – Substitute Instructor -- A.A.degree and Standard Designated Teaching Credential.

Organization Chart -- in order of authority

Director:	Jim Edwards
Director of Education:	Angelica Ng
Instructors:	Veronica Velasquez and Angelika Ng
Substitute Instructor:	Lucille Johnson

Membership

The administration and faculty are active in the professional associations, including:

- Professional Beauty Federation of California
- California Association for Schools of Cosmetology
- American Association of Cosmetology Schools
- National Cosmetology Association and CCA

Orientation Day Class

The SBC orientation consists of: explaining the course of study, the state licensing process/requirements, pass rates, placement rates, compensation, physical demands, safety requirements, program costs and payment plans (including Title IV).

Note: It is necessary for prospective enrollees to visit the physical facilities of the school and attend our "Orientation Day" for which students may get acquainted with staff members prior to enrolling or signing enrollment agreements.

Upon attending "Orientation Day" the student may start training at the next starting date of his/her choice within a year. Each class is started in eight week cycles on concurrent Tuesdays (depending on the student population load). They are as follows for 2011:

Orientation Days

Start Dates

8/2/11 &/or 8/9/11	@ 8:30 AM	8/16/11	@ 8:00 AM
9/27/11 &/or 10/4/11	@ 8:30 AM	10/11/11	@ 8:00 AM
11/22/11 &/or 11/29/11	@ 8:30 AM	12/6/11	@ 8:00 AM

Calendar and Holidays

The school is closed Sunday and Monday and the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and following Friday and Saturday, Christmas Day, and approximately the last two weeks of every year. A special holiday may be declared for special or emergency reasons. Holy Days of all religious beliefs are respected and allowed. In the event of an unexpected closure due to unusual circumstances each staff member

will be responsible for notifying a specified number of the students as to the date of the re-opening or the location of the school where they will be placed.

Conduct Policy

Each student on applying to the school for enrollment (on Orientation Day), is supplied with the Student Rules of the School. The rules are posted on the bulletin board of the school. The school reserves the right to terminate anyone whose conduct reflects on the reputation of the school or is detrimental to the welfare of other students.

Drug Abuse Prevention Program

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with SBC who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit one of the following agencies:

Door to Hope	130 Church St. Salinas	422-6226
Sun Street Center	9 Sun St. Salinas	753-5145
Sunrise House	106 Lincoln Ave. Salinas	758-3302

Tardiness Policy

There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student can not clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.

Housing Policy

The Salinas Beauty College does not provide housing accommodations.

Admissions Policy

The School admits as regular students any person 16 years or older who has a U.S. High School Diploma, Transcript, GED, State Proficiency Test its equivalent; or, has passed an Ability to Benefit test (ATB) procedures by passing one of the USDE approved tests administrated by an independent proctor.

Students attending High School, enrolled in this institution through the high school district and receiving high school credits are enrolled as non-regular students. They are considered non-regular students because they would not be graduating from the institution before completing high school and they do not have an enrollment contract with the institution.

A written and subjective evaluation is given by the Freshman Instructor within the first three days of school. Any monies accepted from students prior to the completion of the evaluation will be refunded if the student does not meet the minimum scores and is rejected -- or decides not to continue.

The school does not recruit students already attending another school.

Brush-Up Students

All Brush Up Students must be evaluated -- the cost is \$ 100.00 and will be arranged by appointment. At that time the Salinas Beauty College will determine the length and depth of the

needed coursework and will be placed at the designated level in our regular Cosmetology Course. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned. We do not have a special course for Brush-Up Students.

Returnees from the Salinas Beauty College or Transfers from another School

1. If the student has not been in school for over five (5) years, it is necessary to complete the total course.
2. If the student has not been in school for over a year, but less than five (5) years, if he/she wishes to keep his/her hours, he/she must take the evaluation. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned and are updated. No student will be enrolled for less than 400 hours.
3. If the student has been Withdrawn for one reason or another within the past year, unless she is terminated for conduct reasons, he/she shall refer to # 2. In any case, no student will be enrolled for less than 400 hours.

Those who meet these admission standards and successfully complete the course requirements will be awarded a diploma and be eligible to sit for the state exam.

Academic Transcripts

The transferability of credits you earn at the Salinas Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the clock hours, operations, exams or certificate of completion you earn in our school's educational program is also at the discretion of said institution. You may be required to repeat some or all of your coursework at that institution so you should make certain that your attendance at this institution will meet your educational goals. However, the State Board of Cosmetology accepts the transcripts at our school and uses the Proof of Training document to do so. Student records on graduates and terminations are maintained for a period of five (5) years at the principal business location.

Ability to Benefit Policy

We administer an Ability to Benefit Test to any student who does not have a high school diploma or a GED. We give, as an admissions exam, a random sample of the following:

Tests of Adult Basic Education (TABE) --- Level D --- Survey Form

Spanish Assessment of Basic Education (SABE) ---Level 6

This will help determine the level of education of each student who would be taking the Ability to Benefit Test. The Salinas Beauty College has an agreement with the local ROP (at 867 E. Laurel Drive) to proctor the WorkKeys Ability to Benefit test (or other USDE approved test) for a fee. In the event a student will need additional help to pass the test, the ROP or the local Adult Education has a preliminary course to help prepare the students. The ROP assessment person is available on Wednesdays, by appointment. We will call to help you set up an appointment.

Non-Discrimination Clause

No person will be denied admission, graduation, nor any other rights and privileges of the school due to race, sex, ethnic origin, age, color or religion.

Credit Evaluation

Appropriate credit will be granted for prior training or experience upon review and evaluation by school officials and the Board of Barbering and Cosmetology.

State Requirements

Graduates may be licensed as a cosmetologist if they are 17 years of age, have the equivalent of a 10th grade education, and pass the State Exam.

Attendance Status

A full- time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 30 instructional weeks attending a minimum of 30 clock hours per week
A half- time or less than half time enrollment is calculated based on the student work load in a payment period – calculated on a 20 hour week the period should not exceed 45 weeks.

Class & Practice Hours - Credit Procedure

Students at SBC record their attendance by clocking IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for task/operation/project completed after each action is verified by an instructor.

Satisfactory Progress Policy

Attendance Policy, Tardy and Make-up Policies

The students must attend a minimum of 2/3 their scheduled time frame so they can complete within 1.5 times of the period of time stated in his/her enrollment agreement.

Full-time students attend classes 30-40 hours per week.

Part-time students attend classes 20-29 hours per week.

All students must attend his/her attendance schedule as prescribed in her/his Enrollment Agreement. An absence may be excused by calling in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent for three (3) consecutive weeks, the school will withdraw him/her. The Director of Education will review excessive tardiness or absences with the student to determine possible corrective action to the issue at hand. We presently do not charge for absences, but do charge (at our given rate - \$ 7.00 per hour) for an over-extended course of study. Note: this charge cannot be paid by Title IV funds.

Leave of Absence

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Students should not request a Leave of Absence unless there is an absolute need to be off school for a period of more than 20 days but less than 180 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 initiate from the first day the student goes on the fist leave). Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will

return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. Presently the SBC does not utilize federal loans, but when the time comes the following will prevail: As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

Satisfactory Academic Progress (SAP)

This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the, institution's accrediting body the student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

Evaluation Periods: Students receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

Appeal Procedures

The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the director of education of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must

describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The director of education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

Re-Instatement

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

Re-Entering

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

Grading System

The students must maintain an average test score of 70% on their written tests and practical evaluations. The students are evaluated incrementally no later than 450 hours and no longer than 450 hours after each additional evaluation. All students are required to complete and pass all subject matter. Students are examined regularly at each level with theory tests and daily practical criteria evaluations. Grading is as follows:

Grade	Interpretation	Average
A	Excellent	90 - 100
B	Good	80 - 89
C	Average	70 - 79
D	Unsatisfactory	60 - 69
F	Failing	0 - 59
I	Incomplete	

Determination of Progress

The above grades are given based on objective theory tests of the subject matter at each of the

following levels; and a point system for practical application at each level, as well. Evaluation of progress will be conducted by the Director of Education at 450 hours, 900 hours and 1350 hours.

Students must maintain a C average for successful progression and graduation. Students finding difficulty in maintaining satisfactory progress may be put on probation and/or be referred to another agency for help ---such as the Salinas Adult School. Successful graduates will be awarded an appropriate diploma upon completion of their training program and be qualified to sit for the state exam.

Satisfactory Attendance

Students with a minimum of 70% average in theory and a GPA of 2.0 in practical/clinic work and a minimum of 67% of scheduled hours for each required evaluation.

They are as follows:

- @ 450 hours a minimum of 301.5 hours
- @ 900 hours a minimum of 603 hours
- @ 1350 hours a minimum of 904.5 hours

Probation

Students failing to meet minimum progress requirements will be placed on probation with the opportunity to meet requirements for the next evaluation period. At the end of the probation period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet satisfactory he/she will be suspended. If when he/she returns and does not make satisfactory progress he/she will be terminated.

Withdrawals/Course Incomplete

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal.

Repetition

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

The Right to Appeal Probation or Termination

In order to appeal a probation or termination the student must submit a letter along with supporting documentation, as to why the decision to terminate should be reversed, and a re-evaluation of progress, to the School Director. The letter should state any circumstances that the student feels deserves further consideration. This appeal must be received by the Director within five (5) business days of termination. Should a student fail to appeal this decision, the decision will stand. The Director will have the final decision in all matters involving "rights of appeal."

An appeal hearing will take place within five (5) days upon receipt of the written appeal. The hearing will be attended by the student, parents/guardian (if a student is a dependent minor), the student's Instructor and the Director of Education. A decision will be made within three (3)

business days of the hearing and will be communicated to the student in writing. This decision will be final.

Should the student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course.

Training Levels

Freshman --- Level I

A minimum of 200 hours is devoted to the basics and fundamentals of cosmetology. Classes for theory and application are conducted daily for eight weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the Sophomore level, the student must: complete a minimum of 200 hours, complete the Criteria Card, and pass the 200 hour incremental tests.

Sophomore --- Level II

A minimum of 200 hours is designated for the student to practice on (paying) clients and to begin developing “people skills” along with practical (technical) skills. In order to progress to the Junior level, the student must complete the Criteria Card and pass the 450 hour incremental tests.

Junior --- Level III

There are no hourly requirements to graduate to the Senior level. But another Criteria/Report Card must be completed and the 900 hour incremental tests must be passed before progressing to the Senior level.

Senior --- Level IV

The third and last level is completed at 1600 hours for the cosmetologist. In order for the Senior student to obtain a diploma he/she must complete the Senior Criteria/Report Card and pass the 1350 incremental tests and simulated state exam tests coupled with the practical exams. The Senior students are expected to perform with little supervision, pursue the exam process, and prepare for job placement (including resume writing and interviews).

Time Ticket Policy

Each student is responsible for his/her time ticket. Students may not clock in or out for each other; or clock in for him/herself and come back later to clock out. Time tickets must be turned in daily and will not be accepted if late or turned in by another student. The tickets represent the accumulated theory and practice hours completed. These are checked and posted on the appropriate records. If the tickets are turned in late the student may lose the hours. If this results in the student completing the course later than the contract states, the student will be required to pay for the additional hours at the prescribed price. If another student clocks in for a student the following will happen:

- A. The first time it happens the student who has been clocked in for (and is receiving illegal hours), or clocking in and out for his/herself, will lose ¼ of his/her hours; and will be required to pay for any additional hours completed after the stated contract completion time. The student who has clocked in for the other one will also lose ¼ of his/her hours.
- B. The second time it happens one or both will be suspended
- C. The third time it happens one or both will be dropped from the course and if they wish to receive their accumulated hours they will have to pay accordingly.

Cosmetology Program 1600 Hours DOT # 332271010 CIP # 12.0401

This career oriented educational program is designed for men and women who are interested in a professional position in the world of beauty and fashion. The graduating student may work for someone, rent a booth, or go into business for him/herself. Teaching methods blend and balance in-depth study, research, practical training, and experience in the skills and knowledge of beauty and cosmetology.

Objective

This program is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Cosmetologist. Studies include theory and practical instruction in all phases of Cosmetology including: haircutting, hair styling, hair coloring, permanent waving, facials and manicuring.

Classroom Procedures

This course is constructed in training segments based on areas of required study and hours required as prescribed by the Board of Barbering and Cosmetology. Individuals with prior hours recognized by the Board transferring from an accredited school may complete the course at a reduced, provided that they can demonstrate the appropriate educational background necessary to successfully complete the studies.

Curriculum for Cosmetology Course as per the California State Board of Cosmetology

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) Technical instruction means the instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 Hours of Technical Instruction):

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.

Health and Safety Considerations (45 Hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

Disinfection and Sanitation (20 Hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well 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.

Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics

The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights 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. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations):

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

The California State Board recommends that schools provide training in the area of communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, state licensing, fundamental business practices and client service records. The Salinas Beauty College follows the recommendation.

Graduation Requirements and Awards

When a student has completed the California State required 1600 hours for the cosmetology course, has satisfied the course requirements and all fees are paid in full the student may graduate; he/she will receive a diploma and be eligible to take the State Board Examination.

Placement (Employment Assistance)

Job Placement assistance is provided to students and graduates at no additional charge. In the event the student does not have a job upon completion of the course -- we provide assistance. The school has classes on "How to Get and Keep a Job". The class includes resume writing and

the "PROCESS" of "Getting a Job". A list of all the Salons in Monterey County (along with the present managers' and owners' names) that have reflected an employee need is provided for the students. There is, however, no guarantee of Job Placement. Although the staff and other students are aware of exam results, the State Board of Cosmetology has a quarterly report that indicates the students who pass or fail the exam. The students are encouraged to return to school for a designated period of time for assistance on passing the test – for no charge.

(FERPA) Disclosure and Retention of Student Education Records

Adult students and parents of dependent minor students have the right to inspect, review and challenge the information contained in their education records, or those of their minor or tax dependent child. There must, however, be a staff member (of the School) on hand while the reviewing is being done. Students are not entitled to inspect financial records of their parents. Written consent from the student, and/or parent or guardian if the student is a dependent minor is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies, so authorized by the "privacy act." Requests for transcripts must come in the form of a notarized letter.

The Salinas Beauty College maintains current records for a period of not less than three (3) years at its principal place of business at 916 So. Main Street, Salinas, CA. After this time all records will be destroyed.

Uniform Policy

Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.

Buyer's Right to Cancel and Refund Provisions

As per the California Bureau for Private Postsecondary Education.

E. Cancellation of Agreement

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

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

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

If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to

return this equipment, including books, or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

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

F. School Closure Policy:

If the school closes permanently and ceases to offer instruction or a program is canceled after students have enrolled and instruction has begun, the school will make arrangements for students and implement the following teach-out plan: a. Offer students a reasonable opportunity to promptly resume and complete the canceled program or course or transfer to a substantially similar program or course at a school (s) which offer similar educational programs; b. The teach-out shall be performed by an institution in the same geographic area as our school; c. The school at which the students continue their education and training shall not charge the students an amount greater than that entitled under the original contract and for which the student has not yet paid; d. Our school will notify all affected students individually of the availability of the teach-out plan and diligently advertise such availability. The agreement between the schools will provide that these notices may be sent by the school (s) that are accepting students; e. A list of the all students who were enrolled at the time of closure will be submitted to NACCAS along with the teach-out plan for each student; f. The school will dispose of school records in accordance with California state laws. g. In the event a viable teach-out plan is not established the students will receive a pro-rata refund of tuition.

G. Withdrawal from Course:

If an applicant is not accepted by the school, this applicant shall be entitled to a refund of all monies paid with the exception of an application fee.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.

You have the right to withdraw from a course of instruction at any time. If you withdraw after three business days after signing, but prior to entering classes, you will be entitled to receive a refund of all monies paid to the school less the enrollment fee. (\$ 12,985.00 less \$ 250.00 = \$ 12, 735.00). If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall provide a full refund or all monies paid. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less an enrollment fee, if applicable, not to exceed \$ 250.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received, but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain

equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the Enrollment Agreement on page 19.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Hypothetical Example (Clock Hour Program) State Pro-rata Policy: Assume that a student, upon enrollment in a 1600 hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Total Paid	\$ 7,400.00	Tuition Cost	\$ 6,800.00	Paid for Instruction	\$ 6,800.00
Less Registration Fee (Not Refundable)	75.00	Hours in Course	1600	Hours Attended	600
Less Cost of Un-returnable equipment	525.00	Hourly Charge	\$ 4.25	Tuition Owed 600 X \$ 4.25	\$ 2,550.00
Equals amount paid For instruction	\$ 6,800.00			Refund Due	\$ 4,250.00

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

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment if you do not comply with the schools requirements of: behavior, dress code ; and
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons or you fail to submit a completed lesson required for home study or correspondence within 60 days of its due date. (A termination fee may not exceed \$ 150.00) If any portion of your tuition was paid from the proceeds of a loan,

then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

Our program is measured in clock hours, and as such, unofficial withdrawals will be monitored and determined by our institution at the times it normally monitors attendance, but a minimum of once a month (30 days).

If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration, of the leave of absence or the date the student notifies the institution that the student will not be returning.

When situations of mitigating circumstances are in evidence, the school has a policy wherein the refund to the student may exceed the refund guideline.

Student Tuition Recovery Fund (STRF) California law requires that, upon enrollment, a fee will be assessed to the student in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of:

- a. The closure of the institution,
- b. The institution's breach or anticipatory breach of the agreement for the course of instruction, or
- c. Failing to live up to its enrollment agreement.
- d. Refusing to pay a court judgment.

STRF Fees are Non-Refundable

You must be a California resident and reside in California at the time the enrollment is signed. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically who hold student visas are not considered a "California resident."

Institutional participation is mandatory. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment.

It is important that enrollee's keep a copy of any enrollment agreement, financial aid papers, contract, or application to document enrollment' tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(888) 370-7589

California Board of Barbering & Cosmetology

2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Phone (916) 575-7101 Fax (916) 575-7281

National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)

4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
Phone (703) 600-7600 -- Fax (703) 379-2200

Notice of Student Rights

1. You may cancel your contract for schooling, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you the first day of class.

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

2. You have a right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Director at the address and phone number at the above Bureau for information.

4. If you have complaints, questions, or problems which you cannot work out with the school, write or call the above Bureau/Board.

Tuition and Fee Schedule

Basic Student Costs

Tuition and Fees

Tuition = \$ 7.00 per hour X 1600 hours	\$ 11,200.00
Registration/ Enrollment Fee	<u>250.00</u>
Total Tuition and Fees	\$ 11,450.00

Books and Equipment

Educational/Book Package plus CD Rohm	\$ 385.00
Equipment/Kit	<u>1150.00</u>
Total Basic Books and Equipment	\$ 1,535.00

Total Cost of Program **\$ 12, 985.00**

The SBC is eligible for Title IV funds and many students may qualify which could pay for a large portion of the training. Also, we presently contract with local school districts through the ROP which presently pays \$ 2.36 per hour of the students' costs. For those who do not qualify for Title IV funds a payment plan is available and some costs may be paid after the student has graduated at a reasonable interest rate (based on the prime rate). No interest will be charged until after the designated completion time.

Extra Instructional Charges

If a student goes over the Completion Date on his/her Enrollment Contract, it will be necessary to pay for the remaining hours at the \$ 7.00 per hour rate. In the event the student decides to drop the course he/she will not be able to keep the completed hours until all monies are paid, and all remaining fees (after a Refund Calculation is initiated) are owed.

State Exam Costs

There are costs for taking the California State Exam. Aside from state fees and kit costs there are costs for a model, room and food. We calculate the total to be between \$ 500.00 and \$ 600.00.

Books and Cosmetology Equipment

Basic Equipment/Kit

1 Case	2 Brushes
1 Shampoo Cape	1 Tint Comb
1 Box Double-Prong Clips	1 Hair Shaper
5 Duckbill Clips	5 Styling Combs
1 Regular Scissors	5 Rattail Combs
1 Pair Thinning Shears	2 Triangle Hair Nets
2 Pair Rubber Gloves	1 Dye Brush
1 Tint Bottle	1 Vent Brush
1 Round Styling Brush	1 Comb-Out Cape
1 Water Applicator	1 Hair Color Bowl
1 Basic Acrylic Nail Kit	1 Basic Manicure Kit
1 Manicure Bowl	2 Mannequins with 1 Holder
Rollers (6 doz)	Perm Rods (6 doz)
1 Black Lab Coat	

Book Package

1 Theory Manual (Milady)	1 Work Book (Milady)
1 Exam Review	1 The Beauty Business Book
1 AceN the Test	1 Milady CD Rohm

Schedule

The school is open Tuesday through Saturday from 8:00 AM to 4:30 PM
Freshman Typical Daily Program

Tuesday:

8:00-9:30	Work Shop
9:30-10:30	Theory
10:45- 12:00	Scalp Treatment
12:30- 3:00	Manicuring
3:00- 4:00	Theory
4:00 - 4:30	Clean-up and Record Keeping

Wednesday:

8:00-9:30	Work Shop
9:00- 10:30	Theory
10:30- 12:00	Hair Shaping practice
12:00- 12:30	Lunch
12:30- 3:00	Curl construction practice
3:00- 4:00	Theory
4:00 - 4:30	Clean-Up and Record Keeping

Thursday:

8:00-9:30	Work Shop
9:00- 10:30	Theory
10:30- 12:00	Facial practice
12:00- 12:30	Lunch
12:30- 3:00	Hair Cutting practice
3:00- 4:00	Theory
4:00 - 4:30	Clean-Up and Record Keeping

Friday:

8:00-12:00	Curl Construction practice
12:00-12:30	Lunch
12:30- 4:00	Cold Waving theory & practice
4:00 - 4:30	Clean-Up and Record Keeping

Saturday:

8:00-12:00	Free & Card Work
12:00- 12:30	Lunch
12:30- 4:00	Free & Card Work
4:00 - 4:30	Clean-Up and Record Keeping

Sophomore/Junior/Senior Typical Daily Program:

Tuesday through Thursday:

8:00-9:30	Work Shop
9:00- 10:30	Theory
10:30 - 11:30	Practical Clinic Workshop
11:30 - 1:00	Staggered 1/2 hour Lunch
1:00 - 4:00	Practical Clinic Workshop
4:00 – 4:30	Clean-Up and Record Keeping

Students are given breaks at class intervals.

Students are allowed to have services performed on them or provide them for friends and family on Tuesdays and Wednesdays from 11:00 to 4:30 at discounted student prices. Freshmen students may perform free services on Saturdays. Extenuating circumstances such as the Prom, a Wedding or other Major event may allow for other times IF approved (in writing) in ADVANCE. At no time will the students be allowed to give or receive services during class time.

Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This process supplements the daily counseling carried out by the instructors.

English-as-a-Second Language of Instruction

We do not offer English-as-a-Second Language. We do have bilingual classes.

Cosmetology Potential

Cosmetology: The cosmetologist may work in a salon as a: Hair Stylist, Manicurist, Cosmetician (Esthetician), Perm Technician, Hair Color Technician, Scalp and Hair Specialist, Make-Up Artist, Shop Manager, Salon Owner or Concessionaire, or Salon Supervisor.

Student Rules

1. Regular hours are from 8:00 A.M. to 4:30 P.M., Tuesday through Saturday.
2. All students shall report to school in a uniform and dressed appropriately. Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.
3. Students shall come to school looking professional. Class time shall not be spent combing one's hair or applying make-up.
4. Students are to take lunch between 11:30 and 1:00. Students may wait on another student for lunch if approved by an instructor. Eating, drinking, or gum chewing is allowed only in the lunch area and students must clean up after themselves when finished having lunch. All-day students must check out for lunch 30 minutes each day. If a student fails to check out for lunch, 30 minutes will be deducted from his/her time ticket. State law prohibits any student from attending over six hours without a lunch period.
5. No one is allowed behind the reception desk, in the office, or in the supply areas unless authorized.
6. No personal phone calls are permitted during class time. The receptionist may take a message for students in an emergency. Students should advise friends and family of the school policy. **Cell phones must be turned off or put on vibrate during class.**
7. Students must clean their stations after each service. Hair must be swept immediately after haircuts are completed. The students are responsible for the cleanliness of their work areas and assigned clean-up areas. Unkempt work areas or non-participation in "clean up" can result in the student receiving a "Student Compliance Slip" which can result in Suspension and/or Termination.
8. All appointments must be made by the receptionist and no appointments are to be made by the student, unless O.K.'d by the Clinic Instructor. Additional materials for services must be paid for and approved by an instructor. Also, a service work slip must be visible during all services. Except for extenuating circumstances, students must take all appointments assigned to them.
9. Students are allowed to have services performed on them on Tuesdays, Wednesdays, Thursdays and Saturdays from 1:00 to 4:30 with the Clinic/salon Instructor's permission. **An exception would be if**

Evaluations and/or Testing are given during those time frames. At no time will the students be allowed to give or receive services during class time. An Approval ticket (filled out with the student's name, the service and price and with and instructor's initial) is mandatory and all fees paid in advance with no exception. **Note: No chemical products may be used in the school that hasn't been dispensed from our Instructors.** There is no charge for services that require no chemicals, such as hair cuts and styling. The charge for all chemical services such as perms and/or colors is ½ of the posted price list at the Reception Desk.

10. **Each student is responsible for the accuracy of his/her time ticket. Students may not clock in or out for each other and all time tickets must be turned in daily. Doing so can result in losing hours, suspension and or termination. Time tickets will not be accepted if late or turned in by another student --- resulting in no credit for the hours.**

11. Students must not leave the school during the regular hours without permission from the supervisor and must check out on the time clock.

12. Students must maintain the attendance schedule they committed to when enrolling. In the event there is a problem, it should be discussed with the Education Director or Director; otherwise the student may be suspended or terminated until such a time the schedule can be attained.

13. Each student has the privilege to discuss (with the school Director or Education Director) any school or personal problems that may affect his/her program.

14. All students are required to perform fifteen (15) minutes of clean-up duty daily. **Any student who consistently refuses to do clean-up will be dropped from the program.**

15. There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student can not clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.

16. **It is mandatory that all students attend theory classes at 9:00 including part-time students.**

17. Students are required to take clients in the clinic/salon.

18. Excused absences are acceptable and the time may be made-up, however continued absences of any type will indicate the student will not be available for work when finished with the course; and as such continuation of the course will be discussed.

CONDUCT POLICY RELATING TO DISMISSAL

- a. Continued tardiness interrupting theory classes as well as continued tardiness with clinic clients.
- b. Rudeness of students to fellow classmates, faculty, and the public.
- c. Taking Drugs or Drinking while attending school
- d. Continued inappropriate dress (no uniform)
- e. Obscene language
- f. Unclean appearance
- g. Fighting or physical/mental abuse
- h. Absentees in excess of the minimum 1/2 time attendance requirement and/or interfering with satisfactory progress.
- i. See Time Ticket Policy
- j. Sexual harassment &/or abuse

- k. Destroying or stealing school or other students' property
- l. Continued refusal of taking clients

Note: If student is taking drugs while in school (c), or physically fighting and/or abusive (mentally or physically) (g), or involved in sexual harassment and/or abuse (j) the student will be immediately terminated.

Otherwise, we use a three step process to dismissal a student. They are a warning and probation, suspension, and finally the student is terminated.

The school reserves the right to change the rules at any time without notice and posting such changes on the bulletin board.

Campus Security

Salinas Beauty College encourages all students, clinic customers, and visitors to report any criminal activity they witness. Anyone witness to criminal activity of any nature should report it to a member of the staff at once. If the nature of the crime is such that persons on the campus may be in danger witnesses should, at once, telephone the Local Police Department emergency number at: 911.

Crimes involving theft of private property are usually reported by the injured party; however, students, customers and/or visitors witness to such an event should report it at once.

The theft of School property will be reported to the Police without exception. Customers or visitors suspected of criminal activity will not be allowed on School grounds until the time they are cleared, by the Police, of any wrong doing.

Students suspected of criminal activity may be suspended or terminated at the discretion of the School Director. Students convicted of a serious crime committed on campus or during their period of enrollment will be terminated. In this case, a serious crime is any crime determined to be a felony, or certain misdemeanors including, but not limited to; theft, assault, battery, robbery, drug law violations, liquor law violations and possession of a weapon.

Salinas Beauty College depends on the good citizenship of its staff and students to cooperate in its efforts to keep the facility safe from criminal activity. There are no official security personnel as a part of the staff; however, as a part of their course of learning, Cosmetology, Skin Care and Nail Care students are instructed on ways to prevent theft of property from the clinic and classrooms.

The school will not tolerate use, sale or possession of any illegal drug, drug paraphernalia or alcoholic beverage (legal or otherwise) on campus. Students, customers or visitors in the facility using these substances are a disruption. These persons will be removed from the premises by the police, if necessary.

Recent History of Crime in and around Salinas and the School

Salinas has the 12th highest crime rate in the United States. We have the 4th highest homicide rate in California. Following is the latest data available: Murder = 1.65 the National Average; Forcible Rape = 1.04 times the National Average; Robbery = 1.21 times the National Average;

Aggravated Assault = 1.33 times the National Average; and all Violent Crime = 1.34 times the National Average.

Salinas is a known gang town and most of the criminal activities are on the East and North side of the city, whereas the school is located on the South side. About five years ago there was activity that led us to believe there might be danger for our students so we contacted the local police and they started patrolling the area randomly – as such we hadn't seen or heard of any criminal activity in the area until last month when (June 2011) a student's car was robbed.

The information discussed in this catalog is in effect from: July 1, 2011 to June 30, 2012

**SALINAS BEAUTY COLLEGE, INC.
916 SOUTH MAIN STREET
SALINAS, CALIFORNIA 93901
(831) 422-1283**

