

# Neihulé

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academy of beauty

For the period of  
01/01/2024 to 12/31/2024

305 East 8<sup>th</sup> Street  
Los Angeles, CA 90014  
213-395-0947

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## **Welcome to Neihulé Academy of Beauty**

Congratulations on taking your first step along the path towards a rewarding career in the beauty and wellness industry. At Neihulé Academy of Beauty (also referred to as “the Academy,”), we pride ourselves on guiding our students to their career goals while caring for all of their educational needs along the way, from cutting edge classroom instruction to hands on practical training in the student clinic.

We continue this process through preparation for the state-licensing exam, job readiness, and career assistance. As an established beauty and wellness brand in Los Angeles, we have helped beauty professionals excel in their career in the beauty industry since 2008.

This catalog contains important information about the programs we offer that will help guide you as you take the next important steps toward your future.

Additional information can be found on our website: [www.neihuleacademy.com](http://www.neihuleacademy.com)

### **Our Mission**

It is the mission of Neihule Academy of Beauty to provide an opportunity to achieve a quality post-secondary education for a group of learners who have the ability to benefit from the program by developing the requisite skills in business and customer service for success in the workplace.

Our Vision: When people come first, success will follow.

## **Our Objectives**

- To prepare students for careers in Cosmetology, Esthetics, Manicuring, and Massage Therapy.
- To produce knowledgeable and skilled graduates that will be an asset to any phase of the industry they wish to pursue.
- To produce graduates that will be highly employable and capable of demonstrating the knowledge and experience received in their training.
- To maintain an updated program so students will have complete knowledge of current professional techniques.
- To promote continual educational growth and constant review of teaching methods and techniques., and to prepare all students to pass the State Board Exam.

## **School Administration as of May 2023**

Owners: Neihulé Academy of Beauty, Inc.

President: AtouzoNeihulé

Academy Director/Admissions: Atouzo Neihulé

Chief Academic Officer/CAO: Yvonne Neihulé

Chief Operations Officer/COO: Yvonne Neihulé

Admissions and Academy Director: Danielle Woodward

## The faculty

The faculty at Neihulé Academy has been hired for their expertise in their field of beauty and wellness. Neihulé Academy faculty is required to have at least 3 years of combined education and industry experience to be employed as instructors. Our faculty members are trained in the Neihulé Academy Method and understand the importance of both Theory and Practical Training necessary for a student to be successful in their program of study.

### **Cosmetology Educational Team:**

#### **1. Yvonne Neihulé:**

Cosmetology-Part Time Licensed Cosmetologist  
Lic #kk356248 valid 6/30/18

At the age of 18, Yvonne Neihulé embarked on her career in the beauty industry. She received her cosmetology license in 1998 and has 19 years' experience in the beauty industry!

Yvonne worked for L'Oréal Professional as a platform artist and color educator for 5 years. She facilitated classes in various salons, beauty schools and hair shows. Yvonne has a knack for public speaking and teaching students her passion for cosmetology. Yvonne also has acquired an apprentice license with the Board of Cosmetology since 2006. This has enabled students to acquire their cosmetology hours by apprenticing directly under Yvonne instead of attending a conventional beauty school for hours. Yvonne has mentored many young stylists and has groomed them to become talented, successful cosmetologists over the years. In 2008 Yvonne opened Neihulé Salon along with her Husband and business partner Atouzo Neihule. Yvonne is currently the Chief Academic Officer. As a cosmetology instructor Yvonne's duties and responsibilities include teaching theory and practical cosmetology skills to students to educate them to be successful cosmetologist and pass the state board exam.

#### **2. Diana Bernal:**

Cosmetology-Full Time Licensed Cosmetologist  
Lic#: kk612280

Diana Bernal specializes in color. As a cosmetology instructor Dianas duties include teaching theory and practical cosmetology skills to students to educate them to be successful cosmetologist and pass the state board exam.

## **2. Michelle Gamboa:**

Cosmetology-Full Time Licensed Cosmetologist

Lic#: kk536391

Michelle Gamboa specializes in haircutting and color. As a cosmetology instructor Michelle's duties include teaching theory and practical cosmetology skills to students to educate them to be successful cosmetologists and pass the state board exam.

## **2. Alexis Romagno:**

Cosmetology-Full Time Licensed Cosmetologist

Lic#: kk558956

Alexis Romagno specializes in haircutting and color. As a cosmetology instructor Alexis's duties include teaching theory and practical cosmetology skills to students to educate them to be successful cosmetologists and pass the state board exam.

## **Esthetic Educational Team:**

### **1. Darvina Elizabeth Waldon:**

Lic#: Z126230

Darvina is a licensed Esthetician for 7 years.

Darvina's duties include teaching theory and practical esthetic skills to students for them to be successful estheticians and pass the state board exam.

### **2. Cameron Cook:**

Lic#: 281931

Cameron is a licensed Esthetician.

Cameron's duties include teaching theory and practical esthetic skills to students for them to be successful estheticians and pass the state board exam.

## **Manicuring Educational Team:**

### **1. Cecilia Sanchez:**

Manicurist Lic #KK555354

Ceci is a licensed cosmetologist for 7 years. Ceci specializes in manicuring. Ceci's duties include teaching theory and practical manicuring skills to students for them to be successful manicurists and pass the state board exam.

### **2. Arelly Villalobos:**

Manicurist Lic: M361201 Licensed Manicurist

Arelly is a licensed manicurist. Arelly specializes in manicuring. Arelly's duties include teaching theory and practical manicuring skills to students for them to be successful manicurists and pass the state board exam.

### **3. Andrea Castro:**

Manicurist Lic: M354413 Licensed Manicurist

Andrea is a licensed manicurist. Andrea specializes in manicuring. Andrea's duties include teaching theory and practical manicuring skills to students to help them to be successful manicurists and pass the state board exam.

## **Massage Therapy Educational Team:**

### **Cameron Cook**

Massage Therapist CAMTC Lic#: 67641

Cameron is a licensed Massage therapist. Cameron specializes in massage therapy. Cameron's duties include teaching theory and practical massage skills to students for them to be successful massage therapists.

## **Neihulé Academy of Beauty Campus**

Neihulé Academy is comprised of modern facilities devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in professional salons and spas around the country, our academy is carefully designed and furnished to provide our students with a hands-on training environment where they practice their newly learned skills and techniques on real people.

Our academy includes classrooms and practical training areas, Reference books on topics related to the beauty and wellness industry as well as current periodicals and other reference texts are available for student use. Students also have access to the Media Center, Style Sea (an electronic tool for managing appointments) and online test preparation for their state board exam through Milady Publishing Company.



## **Facility and Equipment at Neihule Academy of Beauty**

The institution uses a maximum student/teacher ratio of 30:1.

All courses are taught at our main Campus at: 305 East 8<sup>th</sup> Street, Los Angeles CA 90014

The total square footage of the campus is 12,000 square feet.

Facilities are as follow:

Freshman Classroom (1) Regular  
Classroom (4)

Neihule Academy of Beauty Catalog: Revised 11/21/2022

Student Lounges (2) Storage  
Room (3)

Laundry/Utility Room (2)

Dispensary (1)

(2) Reception/waiting area

(3) Restrooms

(16) Salon with Facial / massage beds

(1) Administrative Offices (1) - Director, Instructor, and Admissions/Financial Aid

Equipment available for student use includes

Shampoo bowls (5)

Dryers (5)

Student stations (22)

16 Facial/massage chairs or 16 facial/massage beds

(26) Manicure stations (5) Pedicure Stations

(15) Thermal hair straighteners, (20) non-electric comb, (20) Stove (for nonelectric combs (20) Electric curling iron, (20) Non-electric curling iron, (20) Stove (for non-electric curling irons) Hairstyling or barber chairs (22)

## **Student Housing**

**Neihulé Academy of Beauty** does not have dormitory facilities under its control nor offers student housing assistance.

According to rentals.com for Downtown Los Angeles, CA, rental properties start at approximately \$1800.00 to \$3000 per month for 1-bedroom apartments.

There are over 60 plus high-rise apartment/loft buildings within a 5-mile radius from the main campus.

Neihulé Academy of Beauty is not responsible for finding or assisting a student in finding housing.

## **Approval Disclosure Statement**

Neihulé Academy of Beauty, (also referred to as "Neihulé," the Academy,") is a non-Accredited private institution.

Neihulé Academy of Beauty is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The bureau does not endorse our programs nor does the approval imply that the institution exceeds minimum state standards.

Neihulé Academy of Beauty does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code

## **REGULATORY AND ACCREDITATION AGENCIES**

The following institutions license and regulate our institution:

Bureau for Private Postsecondary Education (BPPE) 1747 N. Market Blvd. Suite 225  
Sacramento, CA 95834  
Toll-free: (888) 370-7589 or call toll-free at (888) 370-7589, or visit its web site at  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

Board of Barbering and Cosmetology (BBC) P O Box 944226 Sacramento, CA 94244-2260  
(916) 575-7281  
Toll-free: (800) 952-5210

The National Accrediting Commission of Career Arts & Sciences (NACCAS) 3015 Colvin Street  
Alexandria, VA 22314 (703) 600-7600

Neihule Academy of Beauty is NOT accredited by the National Accrediting Commissions of Career Arts & Sciences, (NACCAS) The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

A student enrolled at a non-accredited institution is NOT eligible for federal financial aid programs. (CEC 9409 (a)(16) CEC 94897 (p))

Neihulé Academy of Beauty has been granted institutional approval to teach the following programs of study in California:

<b>Cosmetology</b>	<b>1000 Clock Hours</b>
<b>Manicuring</b>	<b>400 Clock Hours</b>
<b>Esthetics</b>	<b>600 Clock Hours</b>
<b>Massage Therapy</b>	<b>550 Clock Hours</b>

All Neihulé Academy students who successfully complete a program of study will be awarded an appropriate diploma for that program of study. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Neihulé Academy reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations, and requirements at any time and without notice.

### **Non-Discrimination Disclosure Statements**

In compliance with federal, state, and local government requirements, the Academy does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, School-administered programs and publications, or employment practices.

Neihulé Academy follows the requirements established by the Americans with Disabilities Act.

Neihulé Academy does not discriminate against qualified individuals with disabilities. Neihulé Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when<sup>1</sup> the accommodation imposes an undue hardship on the school, fellow employees or fellow students.

## **Our Class Schedules and Enrollment Periods**

We offer regular day and evening classes. Your schedule will be determined based on the specific program you choose.

Enrollment periods:

Neihulé Academy of Beauty usually begins a new cosmetology, esthetic, manicuring, massage therapy and microblading classes the 1<sup>st</sup> Monday and Tuesday of every month based on space availability. Please contact Neihule Academy of Beauty admissions office for exact start dates.

Full-time Esthetics Program- day students attend five (5) days (Monday through Friday), 32 hours per week, from 10:00 AM to 5:00 PM, Part-time Esthetics- night students attend Five (5) days (Monday through Friday), 20 hours per week, from 6:00 PM to 10:00 PM. Part-time Manicuring- day students attend four (4) days (Tuesday through Friday), 20 hours per week, from 10:00 AM to 3:00 PM. Part-time Manicuring- Night school students attend four (5) days (Tuesday through Saturday), 26 hours per week, from 5:30 PM to 10:00 PM (Tuesday through Friday) and 9:00 AM to 5:00 PM (Saturday) Information regarding other course schedules is available upon inquiry.

## **COST OF TUITION AND SUPPLIES**

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

### **TUITION – Cosmetology 1000**

Tuition	\$19,500.00
Application Fee (non-refundable)	\$100.00
Books/Kit	1,944.07
Kit Sales Tax 9%	<u>\$138.75</u>
TOTAL COSTS	\$21,682.82

### **TUITION – Esthetics/Skin Care**

Tuition	\$10,663.69
Application Fee (nonrefundable)	\$100.00
Books/Kit	\$1,959.97
Kit Sales Tax 9%	<u>\$176.34</u>
TOTAL COSTS	\$12,900.00

### **TUITION- Manicuring**

Tuition	\$4563.00
Application Fee (nonrefundable)	\$100.00
Books/Kit	\$1000.00
Kit Sales Tax 9%	\$27.00
Total Cost	\$5,690.00

### **TUITION- MASSAGE THERAPY**

Tuition	\$6,500.00
Application Fee	\$100.00
Books/Kit	\$800.00
Kit Sales Tax 9%	\$56.00

TOTAL COST

### **Holidays**

Neihulé Academy observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Martin Luther King Jr Day, Presidents Day, Valentine's Day, Juneteenth, Halloween, Thanksgiving Day, and Christmas Day. School to close on/and around observed holidays.

### **Orientation**

All new students are required to attend an orientation prior to or on their first day of class. During orientation, you will be introduced to your campus staff and learn about our policies and expectations, and student services.

### **Admissions**

**Admission Procedures:**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing the enrollment agreement. Prospective students can obtain a copy of this catalog electronically at [www.neihuleacademy.com](http://www.neihuleacademy.com)

### **Admission Requirements:**

We want to make sure our students have the best chance to succeed in the beauty and wellness industry. It is our policy to enroll only students who have the aptitude and ability to learn, benefit from and find employment in their prospective program of study. Students must meet specific requirements prior to signing an enrollment agreement for admission to Neihulé Academy.

#### Prior to signing an Enrollment Agreement all prospective students must:

1. Complete an Enrollment Application Form: Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from Neihulé Academy of Beauty Admissions.
  2. Submit an Application Fee: Action will not be taken on admission or any student application until an application fee of \$100.00 is received. Please submit the fee in the form of a check, money order, payable to Neihulé Academy of Beauty Inc. This fee is not included in the cost of tuition. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice.
  3. Identification: Possess a valid Social Security Card
  4. Education If you are at least 17 and a high school graduate, you must provide the following documents to the school:
    - A valid U.S. high school diploma, a GED, a High School Certificate of Proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts that show high school completion. The school will also accept college diplomas and/or college transcripts. Successful completion of at least a two-year college-level program that is acceptable for full credit towards a bachelor's degree or completion of an associate's degree.
    - A valid government issued photo identification card or driver license.
- If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, you must provide the following documents to the school:
- A copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education that is

equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent both in the language in which the document is written and in English or a bona fide, third-party document evaluation service. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead.

- The school does accept ability to benefit (ATB) students

### **RE-ENTRY STUDENTS**

If a withdrawn student wishes to re-enter their program, they start the process by contacting the school's admission advisor. Students who are withdrawn may re-enroll if approved by the Director. The student will be assessed a \$100 re-entry fee, unless a reenrollment agreement was signed at the time of withdrawal. The fee must be paid prior to re-entry and cannot be paid with federal financial aid.

Students who are approved to re-enter the program within 180 days of their last date of attendance must comply with the following requirements:

1. Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor. Please note, overtime expenses cannot be paid with federal financial aid.
2. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.
3. Pay the \$100.00 re-entry fee (unless a re-enrollment agreement was signed prior to withdrawing).
4. Re-entry students with less than 100% attendance at the time they withdrew will have 60 calendar days to raise their attendance to meet institutional attendance requirements. Students who are approved to re-enter the program after 180 days of their last date of attendance must comply with the following requirements:
  5. Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor. Please note, overtime expenses cannot be paid with federal financial aid.
  6. Tuition will be assessed at the current hourly rate.
  7. If a re-entering student has previously used all their excused absences provided under their original enrollment agreement, the student will not receive any additional time for excused absences under the new re-enrollment agreement.



Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.

Pay the \$100.00 re-entry fee and submit a new application for admission. The decision to allow a student to re-enter a program is at the sole discretion of Neihule Academy of Beauty.

Students will be notified in writing of the outcome of their request to re-enter the program. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left the school.

Members of the U.S. Armed Forces, including the reserve components of the National Guard, will be readmitted to their former program if they notify the admission team that the reason for their withdrawal is their service in the Armed Forces. Neihule Academy of Beauty will make every reasonable attempt to accommodate services members who request an absence due to their service. Members of the U.S. Armed Forces will not be assessed the \$100.00 re-entry fee.

### **TRANSFER OF CREDIT POLICY -STUDENTS ENTERING THE SCHOOL**

Neihule Academy of Beauty will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the school.

Students who have had training outside the state of California must provide proof of the number of hours of training to the Board of Barbering and Cosmetology and Neihule Academy of Beauty prior to enrollment. The school does not allow a student to appeal the number of hours accepted when transferring from another location.

Transfer students are assessed tuition at the current per hour rate. Current tuition rate information is located in the "Costs of Tuition and Supplies" section of the catalog.

Neihule Academy of Beauty has not entered into an articulation or transfer agreement with any other college or university.

Neihule Academy of Beauty does not award clock hour credits for service in the armed forces, paid or unpaid employment, or another demonstrated competency.

### **Transfers**

If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and apply for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)). The California BBC will then issue a letter

indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment at Neihulé Academy of Beauty.

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

The transferability of credits you earn at Neihule Academy of Beauty is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology, Nail Technology and/or Esthetics is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Neihule Academy of Beauty to determine if your certificate will transfer.

Neihule Academy of beauty is a clock hour school, which means that in order to receive credit for each hour earned you must be in attendance engaged in an educational activity. If you decide to transfer to another cosmetology school, the likelihood is that some or most of your hours will be transferrable based on the transfer school's published policy. However, if you transfer to a credit hour school, such as a community college, or traditional college or university, for a degree granting program, the likelihood is that most, if not all hours earned will not be transferrable because of the subject matter taught and the type of degree granting program you are enrolling in.

### **Admission Requirements for our Massage therapy program.**

- A valid U.S. high school diploma, a GED, a High School Certificate of Proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying your graduation date.

- A valid government issued photo identification card or driver license.

If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, you must provide the following documents to the school:

- A copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent both in the language in which the document is written and in English or a bona fide, third-party document evaluation service. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead.
- A valid government issued photo identification card or driver license.

**If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school, you must provide the following documents to the school:**

- A valid home school high school diploma.
- **EITHER** a copy of the state issued secondary school completion credential (if your state issues this certificate), **OR** a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
- A valid government issued photo identification card or driver license.

\*Note: A copy of a student's Social Security Card is not required to be maintained in the student file. However, it will be necessary for the student to present their Social Security Card at the time of enrollment.

Neihulé Academy of Beauty does not admit students on the basis of challenge examinations or achievement tests.

Neihulé Academy does not accept transfer program credit for any prior experiential learning programs, which might include externships, internships, work experience or apprenticeship programs.

## **Retention and Disclosure of Education Records / FERPA**

## **Retention of Records**

Student records will be maintained at the school site for six years from the last date of attendance. Transcripts are maintained permanently.

There is a charge of \$25.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for a fee of \$4.00 per copy.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the admissions office.

## **Disclosure of Records**

Adult students and parents or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their educational records or that of their dependent minor.

Education records are defined as files, materials and documents that contain information directly related to a student and that are maintained by the institution. Students are not entitled to inspect the financial records of their parents. A written consent is required before educational records may be disclosed to the parents or guardians of adult students or others with the exception of disclosure allowed by law, such as to accrediting commissions or governmental agencies. Access to files must be requested in writing, in letter form or on a form furnished by the institution.

## **Students right to gain access to their files**

Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution.

## **FERPA Policy**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents (legal guardians) certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Exceptions to the above rule are:

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.

3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conducting certain studies for or on behalf of the school.
6. NACCAS staff, commissioners, and evaluators for NACCAS;
7. U. S. Department of Education.
8. Persons who need to know in cases of health and safety emergencies.
9. State and local authorities within a juvenile justice system, pursuant to specific state law;
10. Subpoenas by court order.

Parents (legal guardians) or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or be allowed to leave the school building. Parents (legal guardians) and eligible students have the right to request an amendment of their records and, if denied, may make a written request for a hearing.

### **International Students**

For enrollment of non-immigrant, foreign students. Information on foreign student application procedures is available through the Neihulé Academy Enrollment Office. Neihulé Academy will certify a foreign student's enrollment status on an accepted student visa application, but no other visa or housing services are offered by Neihulé Academy. There is a processing fee of \$500 for these services. International students do not qualify to take the state-licensing exam unless they possess a valid Social Security Number. Neihule Academy of Beauty will not vouch for student status.

### **Language Disclosure**

**Neihulé Academy of Beauty does not recruit English as a second language as the school does not offer instruction in English as a second language.**

Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school diploma\*, high school transcripts\*\*, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores.

If a student's primary language is not English the student may bring an interpreter, when signing the enrollment contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the student's primary language.

## **English as a Second Language (ESL)**

Neihulé Academy does NOT offer English as a Second Language programs. Neihulé Academy curriculums are taught in English.

## **English Proficiency**

Neihulé Academy admits students with a high school diploma or its equivalent who, as such, are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

### **APPLICANTS WITH NON-IMMIGRANT VISAS**

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series.

In addition to the above documents, non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States.

### **Experiential Learning**

Neihulé Academy of Beauty does not give credit for prior experiential learning.

## **Financial Aid and Other Enrollment Information**

### **Financial Aid Programs**

Neihulé Academy is non accredited and does not qualify for Fed or State financial aid however, students may choose to seek financial assistance through other sources, such as third-party loans, community groups, and private organizations that offer scholarships and special awards.

## **Student Financial Obligations Upon Withdrawal**

Students withdrawing from Neihulé Academy prior to completion of their contracted program must pay all balances in full prior to the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed at the Academy.

## **Student Services**

1. Student Advising: To help students achieve their fullest personal development and make the best use of all of Neihulé Academy's educational resources, we offer guidance and

advice beginning with your first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout your enrollment at Neihulé Academy and beyond.

Your success is our primary goal. Various situations outside of school, such as transportation, your job, or childcare, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals.

### **Counseling Services:**

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Neihulé Academy does not guarantee employment to graduates.

#### **1. Career Services Resources Include:**

- Industry speakers.
- Information in portfolio building, customer service skills, and building a client base.
- Job Listings: Our Academy maintains job listings that Neihulé Academy staff update when notified of available opportunities for Neihulé Academy graduates.
- Externship Program: Neihulé Academy Schools of Beauty participates in externship programs and follows guidelines as required by the California Board of Barbering and Cosmetology. Our externship program is designed to provide students with practical salon experience while they complete their program of study at Neihulé Academy. Externships are unpaid, but students receive clock hour credit toward graduation. Students may inquire on campus regarding the availability of the Externship Program and for assistance with the application.

### **Job Placement**

In addition, Neihulé Academy maintains a job placement program and will inform students of job openings and opportunities. Neihulé Academy of Beauty coordinates placement programs with local and national salons by inviting salon owners and guest artists to teach and speak at our Academy.

### **Job Opportunities**

**The Cosmetology program:** Is designed to fit or prepare students for employment in the beauty and wellness field which can include the following occupations and job title.

1. Occupation: Hairstylist/Colorist/Hair Dresser
2. Title- Hair stylist, colorist, hair dresser, hair cutter, beautician, hair designer 3.  
Occupation: Manicurist                      Job Title: Manicurist or Nail Technician
4. Occupation: Esthetician    Job Title:  
Esthetician, Brow Artist, Skin Specialist, Wax Technician.

5. Occupation: Hairstylist, Manicurist, Esthetician, or Makeup Artist for Film, Fashion or TV  
Job Title: Freelance Hairstylist, Manicurist, Esthetician or Makeup Artist
6. Occupation: Makeup Artist Job Title:  
Makeup Artist, Beauty Advisor, Makeup Specialist 7.  
Occupation: Masseuse. Job Title: Massag  
Therapist.
8. Occupation: Microblader. Job Title:  
Permanent Brow Artist, Microblader.

#### S.O.C Codes

##### 39-5012 Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

##### 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists

This broad occupation includes the following two detailed occupations: 39-5012 Hairdressers, Hairstylists, and Cosmetologists

**The Esthetics program:** is designed to fit or prepare students for employment in the beauty and wellness field which can include the following occupations and job title.

1. Occupation: Esthetician  
Job Title: Esthetician, Brow Artist, Skin Specialist, Wax Technician, Electrolysis, Facialist
2. Occupation: Makeup Artist  
  
Job Title: Makeup Artist, Makeup Specialist
3. Occupation: Esthetician or Makeup Artist for Film, Fashion or TV Job Title: Freelance Esthetician or Makeup Artist

#### S.O.C Code:

##### 39-5094 Skincare Specialists

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. Illustrative examples: Medical Esthetician, Facialist

**The Manicuring program:** Is designed to fit or prepare students for employment in the beauty and wellness field, which can include the following occupations and job title.

1. Occupation: Manicurist and Pedicurist  
  
Job Title: Manicurist or Nail Technician, Fingernail sculptor, Pedicurists



2. Occupation: Manicurist for Film, Fashion or TV Job Title: Freelance Manicurist, or Nail Technician

S.O.C. Code

39-5092 Manicurists and Pedicurists

Clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: Nail Technician, Fingernail Sculptor

**The Massage Therapy program:** Is designed to fit or prepare students for employment in massage therapy and wellness field, which can include the following occupations and job title.

1. Occupation: Massage Therapist

SOC Code 31-9011

**SATISFACTORY ACADEMIC PROGRESS POLICY EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

Formal Satisfactory Progress Evaluations in both attendance and academics will occur at the midpoint of each term.

Cosmetology	450 actual hours	900 actual hours
Skin Care	300 actual hours	
Nail Care	200 actual hours	

The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are completed within 7 school business days of the student reaching the evaluation points.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 150% time frame allowed. A student who exceeds the maximum 150%% timeframe shall be dropped

## MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame, they will lose their eligibility for Title IV programs. The maximum time allowed for transfer students who need less than the full course requirements or parttime students will be determined based on 67% of the scheduled contracted hours.

## 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills 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 cumulative grade average of 76% prior to graduation. Students must make up failed or missed tests and incomplete assignments. The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are completed within 7 school business days of the student reaching the evaluation points.

The following grading system is used to evaluate a student's academic ability:

1. Examinations are given in all subjects.
2. Satisfactory Academic Progress Evaluations are reviewed and signed by the student and maintained in the student's financial file.

The following grading scale is used for theory progress:

**A = 90 – 100% B = 80 – 89% C = 75 – 79% Failing = Below 75%**

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.

## TRANSFER HOURS

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on scheduled contracted hours at the institution. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the actual hours.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

## **ATTENDANCE POLICY**

Regular attendance and punctuality will help develop the good habits necessary for successful careers. Students must attend all classes according to their schedule indicated on their Enrollment Agreement. Attendance is verified by clock in time and roll call. A student who is not present at roll call will not receive clock hour credit. Attendance must be maintained at an average of 67% or above of their scheduled hours of attendance. The student is expected to complete the course of study within the 150% of the period of time stated in the enrollment agreement. The student must provide documentation for an absence, such as a doctor's note or court documents. If a student is found to be off campus for more than their allotted break time they will be clocked out for any excessive time. If the student is absent 14 consecutive calendar days, the school will withdraw him/her unless a leave of absence has been granted. The school registrar will review excessive tardiness and/or absences with the student to determine possible corrective action. Student's hours and operations once properly earned by the student will not be take away from the student's records based on disciplinary actions by the school.

## **TARDY POLICY**

Daily attendance and punctuality are essential to the success of each student as they are preparing for excellence in their program and later in the beauty industry. All students must be clocked in AT the time their scheduled class start time to receive full clock hour credit for that day. A student's time begins at the minute they clock into school using the biometric time clock system. To be considered not tardy, Neihule Academy of Beauty students must be clocked in, seated in their assigned classroom, in uniform and ready to begin their class work when rollcall is taken. Tardiness is considered unexcused time as it portrays unprofessional behavior. Students are given until 10:30 a.m., 6:00p.m., and 6:30pm depending on their schedules to be not considered tardy. Students who are tardy will be asked to clock out and will be suspended for that day.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

## **WARNING**

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

## **PROBATION**

Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (for those who qualify)**

Students may re-establish satisfactory academic progress by meeting the minimum attendance and academic requirements by the next scheduled evaluation.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Background Checks**

1. California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals

who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination.

These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license. For more information, about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology

P. O. Box 944226

Sacramento, CA 94244-2260 Phone: (800) 952-5210

Fax: (916) 575-7281 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## **Student Clinic Success**

As a student, you will get practical hands-on training providing services for real people in the student clinic. This will help prepare you for the demands of the workplace once you graduate and become a licensed professional. Student success is dependent not only on their technical skill level, but also to a large degree on their customer service/business skills. To be successful in their chosen occupation, students are expected to bring their own guests to the student clinic to receive clinic services. This expectation is a part of the Neihulé Academy Method, which strives to develop a student's customer service and business skills while in school so that, upon graduation and starting their first job, the graduate will have developed the customer service tools and experiences necessary to build a loyal client base. Developing on-site customer service and business skills in the environment of the Neihulé Academy student clinic is part of what Neihulé Academy defines as student "Practical Training". Practical Training includes students working on models, clinic guests, and training assignments on mannequin heads.

A student's success is dependent upon their ability to use the job-critical skills learned at Neihulé Academy, including attendance, punctuality, professional image, and attitude, the ability to attract and retain clients, service productivity, and retail sales promotion.

### **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Neihulé Academy of Beauty is not responsible for students denied licensure.

### **Physical, Health and Safety**

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations.

A student must be physically capable of performing all required activities conducted at the Academy and complying with all safety policies and procedures. **Notice to Students Who May Be Pregnant:**

**WARNING:** Exposure to chemicals used in the cosmetology industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child

during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

## **Potential Earnings**

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount effort one applies to their career. Minimum efforts most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The Neihulé Academy curriculum is designed to teach students these skills to help them obtain an entry-level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, Neihulé Academy does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program.

Wage and salary data for particular career occupations is available from the US Department Labor at its Bureau of Labor Statistics, which provides wage data by area and occupation at <http://www.bls.gov/bls/blswage.htm>

## **Graduation Requirements & Diploma**

### GRADUATION REQUIREMENTS

All students must complete the clock hour requirement of their respective program. Additionally, students must complete the board established curriculum requirements of practice with a GPA of 76% or above. After completion of all graduation requirements, the student will be awarded a diploma. A Proof of Training document certifying the successful completion of their program will be given once all balances have been paid in full. For all of the institution's educational programs, a final examination is not required in order for a student to graduate. Students are assisted in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board written examination.

1. Complete the required number of program clock hours.
2. Complete and submit all clinic practical worksheets, to demonstrate completion of State requirements.
3. Complete the required theory hours and pass all written theory exams
4. Satisfactory arrangements for payment of all debts owed to The School.)

## Career Opportunities

Students enrolled in our **Cosmetology Program** are preparing for an entry-level position as a hair designer, stylist, hair cutting or coloring specialist, manager or a future owner at a salon or spa. Our program prepares students for entry level styling positions in television, film or fashion and for beginning jobs as a beauty industry specialist or product representative.

Please refer to the Department of Labor website at [http://www.bls.gov/ooh/personalcareandservice/\*\*barbers-hairstylists-and-cosmetologists\*\*.htm](http://www.bls.gov/ooh/personalcareandservice/barbers-hairstylists-and-cosmetologists.htm) for more information regarding the employability and availability of these occupations.

Students enrolled in our **Esthetics Program** are preparing for an entry-level position as an esthetician, skin care specialist, manager or a future owner of a salon or spa. Additional career opportunities include beginning jobs as a product or sales representative, television, film or fashion makeup artist, beauty industry specialist, skincare platform artist, or esthetics training specialist.

Please refer to the Department of Labor website at [http://www.bls.gov/ooh/personal-care and service/\*\*skincare-specialists\*\*.htm](http://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm) for more information regarding the employability and availability of these occupations.

Students enrolled in our **Manicuring Program** are preparing for an entry level position as a nail technician in a salon, spa or resort hotel as well as for the television, film or fashion industries.

Manicuring program graduates are also prepared for beginning sales or education positions with beauty and wellness product companies.

Please refer to the Department of Labor website at [http://www.bls.gov/ooh/personalcareandservice/\*\*manicurists-and-pedicurists\*\*.htm](http://www.bls.gov/ooh/personalcareandservice/manicurists-and-pedicurists.htm) for more information regarding the employability and availability of these occupations.

## Programs of Study

Neihulé Academy offers an exciting variety of programs in Cosmetology, Esthetics, and Manicuring program. Whatever path you select, Neihulé Academy has the program of study to help you realize your career goals. This section will help you decide which program is most suitable for you with important details including the subjects you will study and some of the career opportunities for which each program will prepare you.



## **ESTHETICS COURSE OUTLINE**

Course Hours: 600 clock hours

Full time 32 hours per week / total of 18.75 weeks, Part time 20 hours per week / total of 30 weeks

The course is divided into 3 sections: Theory Classroom Instruction, Salon Classroom Learning Experience, and the Salon Floor/Externship Experience!

1. **Theory Classroom Instruction:** The first 190-hours are devoted to classroom workshops where students learn foundational principles, technical information, professional practices and disinfection and sanitation.
2. **Salon Classroom Learning Experience:** 350 -hours are spent in the salon classroom area where students will continue theory instruction practical experience is gained.
3. **The Salon Floor/Externship Experience:** You will spend your last 60 hours at Neihulé Academy in a real “salon environment” by, acting, and working like a true skin care professional. You will also be shadowing licensed estheticians as they work on clients and working (Unpaid) on paying customers under the direct supervision of a licensee to prepare you for your future as an esthetician! This will prepare you to be “salon ready” upon graduation!

## **MANICURING COURSE OUTLINE**

Course Hours: 400 clock hours

The course is divided into theory classroom instruction, salon classroom, and salon floor learning experiences!

1. **Theory Classroom Instruction:**  
The first 100 hours are devoted to classroom workshops, where students learn manicuring principles, technical information, professional practices and disinfection and sanitation.
2. **Salon Classroom Learning Experience:**  
260 hours are spent in the salon classroom area where students will continue theory instruction practical experience is gained.
3. **The Salon Floor/Externship Experience:**  
You will spend your remaining 40 hours at Neihulé Academy in a real “salon environment” by, acting, and working like a true professional manicurist! You will also

be shadowing licensed manicurists as they work on clients and working (Unpaid) on paying customers under the direct supervision of a licensee to prepare you for your future as a Manicurist! This will prepare you to be “salon ready” upon graduation!

## **COSMETOLOGY COURSE OUTLINE**

Course Hours: 1000 clock hours

The course is divided into 3 areas of learning: Theory Classroom Instruction, Salon Classroom and Salon Floor learning experiences!

- 1. Theory (Classroom) Instruction:** The first 200 hours are devoted to classroom workshops where students learn foundational principles, technical information, professional practices, and sanitation.
- 2. Salon Classroom/Salon Floor Learning Experience:** The remaining 800 hours are spent in the salon classroom and the salon floor area where practical hands-on experience is gained.

Your time at Neihulé Academy of Beauty for the cosmetology program will be divided into three segments which include:

### **1. Theory Classroom Instruction**

Theory Classroom Instruction instills the fundamentals. Students are graded and evaluated using written, oral, and practical testing methods.

Your experience in Theory Classroom Instruction produces a smooth transition from The Basic student to a Proficient student! Theory Classroom Instruction prepares you for the salon classroom experience.

### **2. Salon Classroom Learning Experience:**

Your salon classroom time will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for this monitoring your progress.

Your salon classroom time is divided into six (6) areas: cutting, coloring, styling, texturizing, skin, and nails. Each area has an instructor who conducts the different specialty classes each week; Salon Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.

### **3. The Salon Floor/Externship Experience:**

You will spend time at Neihulé Academy in a real “salon environment” by, acting, and working like a true salon professional! You will be working on paying customers to prepare you for your future as a cosmetologist!

You will have the chance to learn different techniques and fields of specialty from licensed cosmetologists. This experience will prepare you to be “salon ready” upon graduation.

### **BOARD OF BARBERING AND COSMETOLOGY LICENSING REQUIREMENTS**

To receive a cosmetology license in the state of California, a student must:

1. Complete a cosmetology course in a school approved by the California State Board of Barbering and Cosmetology.
2. Submit an application and required fee.
3. Have at least a 10th grade education or its equivalent, and be at least 17 years of age.
4. Receive a passing score on the written exam

### **COSMETOLOGY (1000 HOURS)**

#### **State Minimum Requirements:**

<p><b>Health and Safety:</b> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health &amp; Safety Course (B&amp;P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <b>100 Hours</b></p>
<p><b>Disinfection and Sanitation:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. <b>100 Hours</b></p>
<p><b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. <b>200 Hours</b></p>
<p><b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting. <b>200 Hours</b></p>

**Skin Care:** Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue. **150 Hours**

**Hair Removal and Lash and Brow Beautification:** Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays. **50 Hours**

**Manicure and Pedicure:** Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid, and powder brush-ons, dip, tips, wraps, and repairs. **100 Hours**

**Total Hours of Technical Instruction 1000 hours**

**Specific Program Graduation Requirements:** In addition to meeting the basic Neihulé Academy graduation requirements, students are required to successfully complete 1000 clock hours of cosmetology training as described above

The instructional program of Neihulé Academy of Beauty meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than is listed, however no additional hours, over the 1000 are required by the Board of Barbering and Cosmetology (BBC).

## **Esthetics (600 HOURS)**

### **State Required Subjects and Hour Requirements:**

#### **Technical and Practical Instruction in Skin Care (350 hours)**

Includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

#### **Technical and Practical Instruction in Health and Safety (100 hours)**

Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

#### **Technical Instruction and Practical Training in Disinfection and Sanitation (100 hours)**

Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

**Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification (50 hours)**

Includes tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**TOTAL HOURS OF TECHNICAL INSTRUCTION 600 HOURS**

## **Manicuring (400 HOURS)**

### **State Minimum Requirements:**

**Technical and Practical Instruction in Nail Care - 300 Hours**

Manicure & pedicures-includes water and oil manicures with hand and arm massage, application of artificial nails including liquid, gel Nails and powder brush-ons, nail tips, nail wraps and repairs and nail analysis; pedicure includes foot and ankle massage.

**Technical and Practical Instruction in Health & Safety - 100 Hours**

**Technical and Practical Instruction in Laws & Regulations-includes Barbering and Cosmetology Act & the BBC Rules & Regulations - 10 Hours**

**Technical and Practical Instruction in Health & Safety Considerations- 25 Hours:**

Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, 25 0 including HIV/AIDS and Hepatitis B.

**Technical and Practical Instruction in Disinfection and Sanitation- 20 Hours 10 practical application:**

Includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

**Technical and Practical Instruction in Bacteriology, Anatomy & Physiology- 10 Hours**

Includes bacteriology, anatomy, physiology and nail analysis and conditions.

**Technical and Practical Instruction in Communication Skills & Career Development: Taught Throughout the Program:**

Includes professional ethics, decorum, effective communication and Human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax responsibilities related to independent contractors, booth renters, employees and employers, and spa industry business practices with emphasis on service techniques and utilization of organic and environmentally sustainable products.

**Specific Program Graduation Requirements:** In addition to meeting the basic Neihulé Academy graduation requirements, students are required to successfully complete 400 clock hours of manicuring training as described above.

The instructional program of Neihulé Academy of Beauty meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services than what is listed, however no additional hours, over the 400 are required by the Board of Barbering and Cosmetology (BBC).

## MESSAGE THERAPY 550 HOURS PROGRAM OUTLINE

### **Program Detail:**

Our Massage Therapy Program prepares graduates for private practice and employment in the spa or medical setting. Our onsite Massage Therapist Program is offered 100% in person and is fully supervised. Completion of the program requires passing grades on bodywork evaluations, written exams, classroom presentations.

The program offers hands-on practice and theory generally presented in an alternating schedule, so the theory portion is followed by hands-on demonstrations and supervised practice whenever possible. Students will refine their hands on skills, advance their knowledge and techniques to the next level, and build the confidence necessary for them to succeed in their new careers. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies. **PROGRAM OBJECTIVES**

Neihule Academy of Beauty’s Massage Therapy program aims to graduate qualified Massage Therapists who, as soon as possible, can generate sufficient earnings.

Upon successful completion of Neihule Academy of Beauty’s Massage Therapy program, you will be prepared for private Massage Therapy practice, as well as for work in spas, gyms, health clubs, fitness centers, corporate offices, senior centers, disaster relief centers, sports events, healthcare provider facilities, and other locations, assisting clients with general health improvement, stress reduction, relaxation, health education, injury prevention, as well as other many other environments in which massage therapy is an added benefit

### **PROGRAM MATERIALS**

Theory and Practice of Therapeutic Massage, 6th edition

Online Licensing Preparation for Beck's Theory & Practice of Therapeutic Massage Student

Kit

<b><u>MAJOR SEGMENTS OF PROGRAM</u></b>		
	<b>Minimum</b>	<b>Minimum</b>
<b><u>Subject</u></b>	<b><u>Hours of Technical Instruction</u></b>	<b><u>Operations Required</u></b>
Historical Overview of Massage	5	
Requirements for the Practice of Therapeutic Massage	5	
Professional Ethics for Massage Practitioners	10	

Business Practices	15	
Human Anatomy and Physiology	60	20
Effects, Benefits, Indications, and Contraindications of Massage	35	
Equipment, Products, and Environment	5	
Infection Control and Safety Practices	20	
Consultation and Documentation ( SOAP notes & charting)	10	10
Classification of Massage Movements	5	20
Preparations for the Practitioner	5	10
Procedures for Complete Body Massages	5	20
Cold, Heat, and Hydrotherapies	5	10
Massage in the Spa Setting	5	10
Clinical Massage Techniques	5	10
Lymph Massage	5	20
Therapeutic Procedure	5	20
Athletic/Sports Massage	5	45
Massage for Special Populations	5	45
Massage in Medicine	5	10
Other Therapeutic Techniques	50	30

### **Prerequisites / Prior Education Requirements**

No prior massage, science, or business education is required, nor any massage-related clinical experience.

### **COURSE FORMAT**

Lecture, discussion, demonstration, guest lecture, audio and visual instructional aids and lab work which is the actual performance of massage techniques under instructor supervision. Students are eligible to work on patrons after successfully completing 25% of this program AND successfully passing the associated practical assignments and written tests.

### **LABORATORY**

Basic massage & bodywork operating rules; use of tools and equipment; station set up and clean up; patron relations, all under the supervision of instructors.

### **Instructor**

Cameron Cook CAMTC License # 67641

Cameron is a licensed Massage therapist. Cameron specializes in massage therapy. Cameron's duties include teaching theory and practical massage skills to students for them to be successful massage therapists.

### **MASSAGE THERAPY GRADING POLICY:**

The school maintains complete records on each student. All students receive a complete theory and practical test scheduled at regular intervals throughout the course. Students must pass these evaluations in a satisfactory manner and a final certification test at the conclusion of their program for successful completion. Each student is graded on their theory and practical work, and attendance. The grading used is as follows:

<b><u>Grade Breakdown</u></b>		<b><u>Grade Scale</u></b>	
Quizzes	20%	100-90	A
Tests	25%	89-80	B
Lab Assignments	30%	79-70	C
Final Exam	<u>25%</u>	69 & below	F

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least one (1) time during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

### **Draping**

Clients must be covered or draped modestly during the massage service. Only the area being massaged will be undraped. The client may choose to leave on as much clothing as needed for comfort.

## **Class Descriptions**

### **Historical Overview of Massage (5 hours)**

An understanding of the history of massage helps increase knowledge of where and when professional massage therapy started and how far it has progressed. Knowledge of history lends credibility and historical significance to massage. An understanding of the history of massage means students are aware of the early development and progression of the profession.

Knowledge of the historical people and the significant roles they played helps students understand the origin and reasoning behind various techniques.

### **Requirements for the Practice of Therapeutic Massage (5 Hours)**

*Therapeutic massage* is a personal health service employing various soft tissue manipulations for the improvement of the client's health and well-being; therefore, the massage practitioner has an ethical responsibility to the public and to individual clients. In addition to being technically well trained, the practitioner must understand the laws, rules, regulations, limitations, and obligations concerning the practice of massage, especially in the area where he or she chooses to practice. Furthermore, the practitioner is now required to research updated information regarding pathological conditions and specific massage techniques, evaluate the validity of the condition or technique, and then modify or confirm practice standards based on the knowledge gained from the research.

### **Professional Ethics for Massage Practitioners (10 hours)**

When a massage therapy student completes the initial course of study and graduates from massage school, they enter the profession of massage. Being a professional massage therapist is more than simply having a job. A professional has studied and gained knowledge in a specific field of practice, usually to provide a service. A profession is usually regulated, is represented by a professional association, and adheres to a code of ethics. Professionalism in massage includes the application of massage technique to a client and involves clear communication, managing boundaries, and ethical business practices.

### **Business Practices (15 Hours)**

One of the greatest rewards of being a massage professional is seeing the relaxed smile on a client's face after a good massage. Most people who decide to become massage practitioners do so because they want to help people feel better. Research continues to show the positive effects of massage for relief from stress and painful conditions. Studies indicate that more people are turning to massage for relaxation, pain relief, and improvement of their overall health and wellness. As the emphasis on wellness and physical fitness continues to grow, ethical and well-trained massage practitioners will have more employment opportunities, thus fulfilling another objective of becoming a massage therapist: to produce an income.

**Anatomy & Physiology Theory (60hours) Lab (20hours) Total (80 hours)** Knowledge of anatomy, physiology, kinesiology, and pathology is necessary to master the theory and practice of therapeutic massage. To obtain the most beneficial results, the practitioner who knows the principles of anatomy, physiology, and kinesiology is better able to adjust the massage treatment to the needs of the client and to maximize desired results. An understanding of pathology is important so that the practitioner can recognize certain irregularities or conditions and make appropriate decisions either to work on a client or refer that client to a doctor for further diagnosis and treatment. Review the definitions of *anatomy*, *physiology*, *pathology*, and *kinesiology*. Through clear understanding of the structures involved in body movement, the massage therapist can better identify the areas of pain and/or dysfunction when working with clients.



### **Effects, Benefits, Indications, and Contraindications of Massage (35 Hours)**

There is much historical evidence to indicate that massage was one of the earliest remedial practices for relief of pain and for the restoration of healthy body functions. Massage is a natural and instinctive method by which minor aches and pains can be soothed while also bringing relief from nervous tension and fatigue. Since the mid-1990s, research into the effects and benefits of massage has supported and verified many of the long-held beliefs about those benefits and at the same time has clarified and dispelled some claims.

### **Equipment, Products, and Environment (5 Hours)**

The practice of therapeutic massage is a part of the healthcare profession. For this reason and many others, a practitioner must always look and behave in a professional and friendly manner. Professionalism is an attitude that is manifested through therapists and their business. Clients expect a professional image, which is projected by speech, appearance, good manners, equipment used, and place of business. Technical competence and a sense of confidence while practicing are also professional qualities.

When considering the comfort of the client, adequate heat, ventilation, and indirect lighting are important. Relaxing music is an option that many practitioners employ. An awareness of the factors that enhance the massage experience enables the practitioner to incorporate these factors when planning the massage facilities.

**Infection Control and Safety Practices (20 Hours)** The everyday practice of infection control and safety is the activity of protecting therapists and their clientele against injury or disease. It is the practitioner's responsibility to provide a safe and clean facility. The client depends on and expects this service and will not return to a facility that is dirty, cluttered, or unsafe. An awareness of hazardous conditions and eliminating those situations will prevent an injury before it occurs. Likewise, implementing infection-control practices to prevent the spread of infectious agents reduces or eliminates the possibility of you or a client becoming ill. Thus, infection control is defined as the methods used to eliminate or reduce the transmission of infectious organisms.

### **Consultation and Documentation Theory (10 Hours) Lab (10 Hours) Total (20 Hours)**

A consultation, or client interview, is a meeting in which valuable information is exchanged and views are discussed. During preliminary consultations between massage practitioners and prospective clients, the clients give pertinent information about who they are and why they are seeking the services of the therapist. Practitioners inform clients about the services they provide.

### **Classification of Massage Movements Theory (5 Hours) Lab (20 Hours)**

To practice massage, understanding the movements is imperative. As a massage therapist, the more mastery you have of the movements, the better you can create a work of art each time you choose and combine movements according to each client's needs. There are any number of massage manipulations and possible combinations of strokes, so that a massage can be tailored to the specific needs of each client. Regardless of whether a massage routine is standard or specialized for the specific needs of the client, there is much more to applying strokes than the movement of the hands. The continuous interaction of the client and therapist, the purpose for the session, and the intent with which each manipulation is delivered affect the delivery and outcome of the massage.

### **Preparations for the Practitioner Theory (5 Hours) Lab (10 Hours) Total (25 Hours)**

The correct application of the massage movements described in this course requires more than the use of the practitioner's hands against the client's skin. When done correctly, these movements engage the therapist's whole body. The feet are the foundation, the legs are the strength, the pelvis and torso supply the power, the heart supplies the caring and compassion, and the arms and hands supply the intricate dexterity and physical communication with the client.

This course focuses on techniques and exercises that the practitioner can use to increase the strength and endurance specific to the practice of massage. The exercises will help develop a body awareness of good posture, movement, and mechanics when applying massage techniques.

### **Procedures for Complete Body Massages Theory (5 Hours) Lab (20 Hours)**

*Massage procedure* is the process of performing a massage therapy session. There are as many variations of doing a massage as there are therapists giving and clients receiving massages. A general routine allows the practitioner to use a massage sequence and then add variations according to client requests, indications, and contraindications. Regardless of the style and content of the massage treatment, you should follow certain guidelines to ensure that the services the client receives meet professional standards and the

client's expectations. Clients who receive courteous professional services will regard the treatment with respect, want to repeat the experience, and refer others to your service.

### **Cold, Heat, and Hydrotherapies Theory (5 Hours) Lab (10 Hours) Total Hours (15 Hours)**

Although body massage is generally done by hand, there are many treatments that combine manual massage with various other modalities. Popular treatments that can be used in conjunction with massage use water in its various forms to warm or cool a part of or the whole body for therapeutic purposes. The therapeutic use of water is termed *hydrotherapy*. *Thermotherapy* is the use of heat for therapeutic purposes, and *cryotherapy* is the therapeutic process of cooling the body. These treatments are designed to encourage circulation, improve the body's efficiency in eliminating toxins, and promote relaxation.

The following course introduces several hydrotherapy techniques to augment the massage experience. Many hydrotherapy procedures, including wraps, baths, showers, frictions, and salt glows, are popular offerings in spas and are discussed in this course.

### **Massage in the Spa Setting Theory (5 Hours) Lab (10 Hours) Total Hours (15 Hours)**

A spa is a facility "devoted to enhancing overall well-being through a variety of professional services that encourage the renewal of mind, body and spirit." This official definition encapsulates much of what spa owners, operators, and employees attempt to do for their clients every day. Although some consumers continue to think of spas as places to indulge superficial pleasures and receive pampering services, and some spas continue to promote themselves as such, there is a growing trend toward recognizing the therapeutic and even life-changing value that spas can offer.

### **Lymph Massage Theory (5 Hours) Lab ( 20 Hours) Total ( 25 Hours)**

Lymph Massage, also referred to as lymph drainage massage or lymphatic massage, is a system of light circular strokes at a slow, rhythmic speed. It facilitates the movement of fluid out of tissues affected with edema and into the lymph system. Successful application of lymph massage requires a fundamental understanding of the structure and function of the lymph system. Acquiring the sensitivity to work slowly and superficially requires the ability to focus and perform the specific lymphatic stroke in a slow and meticulous manner. Lymph massage as described in this chapter is lymph drainage therapy and is useful when providing massage to generally healthy clientele. Practitioners who wish to work with clients with more serious lymphatic conditions are encouraged to seek further training under the guidance of qualified instructors.

### **Therapeutic Procedure Theory (5 Hours) Lab ( 20 Hours) Total ( 25 Hours)**

Therapeutic modalities and classical massage techniques learned in earlier chapters can be combined in many ways to best fit the needs and desires of a client. People seeking relief from painful conditions or recovering from injury are better suited for more specific treatment regimes. The therapist can choose from an endless number of possible routines for a full-body massage, or the massage can focus on a particular body area according to the client's request. Becoming competent in more sophisticated therapeutic applications requires ongoing training, practice, and expertise on the part of the therapist. You should be able to determine through assessment where and what soft tissue components or body functions are involved and then provide appropriate therapeutic interventions. This course introduces therapeutic methodology to identify more specifically the soft tissue conditions that respond to therapeutic soft tissue interventions. Therapeutic Procedure includes acquiring a concise medical history, using assessment procedures to determine constricted and painful conditions, developing treatment plans, performing appropriate treatment practices to address the conditions more specifically, and then evaluating the results. Overall, therapeutic procedure is a more advanced massage therapy session that incorporates more sophisticated treatment goals focused on reaching specific results.

### **Athletic/Sports Massage Theory (5 Hours) Lab (45 Hours) Total ( 50 Hours)**

Throughout the 1980s, sports massage helped open the door for massage to be recognized as a viable treatment for soft tissue injury, dysfunction, and pain. For many athletes and athletic trainers, massage has become the therapy of choice in the rehabilitation of minor sports injuries. Many massage techniques used and developed for sports massage are just as applicable for soft tissue lesions and injuries that occur in day-to-day living.

### **Massage for Special Populations Theory (5 Hours) Lab (45 Hours) Total ( 50 Hours)**

Massage in some form is beneficial for nearly everyone, male or female, young or old, active athlete or sedentary businessman. This chapter focuses on certain populations that can benefit from special consideration when providing massage services. Because of

unique physiologic needs or characteristics, certain segments of the population require or at least benefit from physical assistance, special positioning, and adaptation of massage techniques to accommodate the particular conditions that a client might present. These groups include pregnant women, infants, children, older clients, people with disabilities, critically ill patients and those who have cancer or are in hospice care. This course introduces how to address these special concerns; however, students who want to specialize in massage for such diverse populations are encouraged to seek continuing education courses from a qualified instructor.

### **Massage in Medicine Theory (5 Hours) Lab ( 10 Hours) Total (15 Hours)**

An understanding of the recent acceptance of massage from alternative to complementary to integrative medicine and then into mainstream health care will help the therapist who is interested in pursuing medical massage.

Being able to communicate with medical personnel and understanding charting and safe practice protocols for treatment of specific pathologies are requirements for practicing medical massage.

Massage that is prescribed by a physician and done in a medical setting may be covered by insurance. Understanding insurance billing may be an important adjunct to a massage therapy practice.

### **Other Therapeutic Techniques Theory (50 Hours) Lab ( 30 Hours)**

Recent years have seen a resurgence of interest in various touch therapies that relate to the maintenance of physical, mental, and emotional health. Many of these techniques have origins in the Far-Eastern philosophies of Japan, China, and India. The techniques discussed in this course are chair massage, stone massage, reflexology, acupuncture, acupressure, shiatsu, and chakra energy healing techniques.

Students or Practitioners are encouraged to continue their training by exploring various styles and sharpening their skills to serve their clientele better. Continuing education through advanced programs at schools or in workshops is necessary to stay current with new developments and techniques available to the massage professional. A partial list of other popular somatic therapies that students might want to explore is included at the end of the course.

## **GRADUATION REQUIREMENTS**

All students must complete the clock hour requirement of their respective program. Additionally, students must complete the established curriculum requirements of practice with a GPA of 76% or above. After completion of all graduation requirements, the student will be awarded a diploma. The Graduation Requirements are as follows:

1. Complete the required number of program clock hours.
2. Complete and submit all clinic practical worksheets.
3. Complete the required theory hours and pass all written theory exams
4. Satisfactory arrangements for payment of all debts owed to The School.

### **Universal Citation: [CA Bus & Prof Code § 4611 \(2022\)](#)**

4611. (a) It is an unfair business practice for a person to do any of the following:

(1) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.

(2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

*(Added by Stats. 2014, Ch. 406, Sec. 2. (AB 1147) Effective January 1, 2015. Repealed as of January 1, 2027, pursuant to Section 4621.)*

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. Seq.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5337.

## **Leave of Absence Policies**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during an ongoing program when a student is not in academic attendance.

### **LOA will be granted for:**

1. In accordance with Title IX for pregnancy or childbirth.
2. If a student is called into active duty for the military.
3. On a case-by-case basis, the school will also consider a LOA for a student who has experienced a personal emergency.
4. Emergency Work Responsibilities
5. Administrative leave for non-payment of tuition
6. If the student has a private matter and would not like to disclose the reason for their leave of absence this is permitted as well. However, the student must complete a Leave of Absence Request form and must state "private" as the reason for the (LOA).

These are the only times a leave of absence is granted.

### **To be placed on LOA, the student must:**

1. Complete and sign the school's Leave of Absence Request Form
2. Must state the reason for the (LOA)
3. Be approved by the School's Future Professional Advisor and Financial Service Leader.
4. Leaves must not exceed a total of 180 days in a 12-month period.

A student on a LOA date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence.

There will be no additional charges for a LOA. If the student fails to return or contact the School Financial Service Leader on the documented return date, the student will be considered to have withdrawn from school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to student while on a LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional federal student aid until the payment period has been completed. If the student is a federal student loan recipient, they will be informed of the effects that the failure to return from a leave may have on the student's loan

repayment terms, including the exhaustion of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of days. In special circumstances, the school may grant a LOA to a student in the case of an emergency, where the student is unable to complete the request, such as a car accident or other medical issue (i.e., coma) that would prevent the student from requesting the LOA prior to the incident occurring. In these cases, the school will collect the request from the students as soon as possible and document the reason for the granting of the leave after the incident has occurred. The beginning date of the LOA will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

To grant a Leave of Absence there must be the expectation that the student will be returning to school. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period.

Changes to the contract period on the enrollment agreement due to an approved LOA must be initialed by all parties or an addendum must be signed and dated by all parties to reflect the new contract end date.

### **Access to and Information in Student Files/ School Records**

Neihulé Academy complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of education and establishes a student's and/or parent/guardian of a dependent minor's right to inspect and review their educational record, under the supervision of an instructor and/or a member of the administration. Students, or their parent/guardian if the student is a dependent minor, may have access to their own files by contacting the School administration for an appointment with the Chief Academic Officer. The Academy may require advance notice of up to 48 hours and an appointment for review of these files. Students, or their parent/guardian if the student is a dependent minor, may not remove these records from the Academy.

### **LIBRARY REFERENCE MATERIALS**

Milady's Standard Cosmetology 13<sup>th</sup> Edition Theory Workbook / Milady's Standard Cosmetology 13<sup>th</sup> Edition Exam Review / Milady's Standard Cosmetology 13<sup>th</sup> Edition Textbook

7<sup>th</sup> Edition Milady Standard Nail Technology Theory Workbook / 7<sup>th</sup> Edition Milady Standard Nail Technology Exam Review / 7<sup>th</sup> Edition Milady Standard Nail Technology Textbook

12 Edition Milady Standard Fundamental Esthetics Theory Workbook / 12 Edition Milady Standard Fundamental Esthetics Exam Review / 12 Edition Milady Standard Fundamental Esthetics Textbook

6<sup>th</sup> Edition Theory and Practice of Therapeutic Massage Theory Workbook / 6<sup>th</sup> Edition Theory and Practice of Therapeutic Massage Exam Review / 6<sup>th</sup> Edition Theory and Practice of Therapeutic Massage Textbook

Students can access and check out the library materials at any time through a teacher or administration office.

### "STUDENT'S RIGHT TO CANCEL" - INSTITUTIONAL REFUND/DROP POLICY

This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs.

1. Refund calculations and refunds will be made within 45 days from the official cancellation or withdrawal. Any monies due to the student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a non-refundable application fee and a non-refundable STRF fee.

b. 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, through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee and a non-refundable STRF fee. This policy applies regardless of whether or not the student has actually started training.

c. A student who cancels his/her contract through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00 and a non-refundable STRF fee.

d. A student notifies the institution of his/her official withdrawal in writing.

e. A student is expelled by the institution.

f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address:

**Neihule Academy of Beauty – 305 E. 8<sup>th</sup> St, Los Angeles CA 90014**, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.

g. Monies paid for student kits are non-refundable.

h. A student on a leave of absence date of withdrawal determination shall be the earlier of the

scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.

You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.

Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days, and a determination is made to

withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

All extra costs, such as books, kit, equipment, supplies, uniform, application fee, and kit sales tax, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.

The application fee is non-refundable fees.

Monies paid for supplies and equipment are non-refundable through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later.

If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

A student's account may be sent to collections for nonpayment.

If an institution closes or discontinues a program prior to the completion of the contracted services, the institution shall provide a pro-rata refund only if the Bureau determines the school made provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, the institution shall provide students with a full refund of all institutional charges.

A student is entitled to a refund of moneys not paid from federal student aid program funds. Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract Registration/Application fee not to exceed \$250.00. The school does not charge a registration fee, the student is only charged an application fee of \$100.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

Below is an example of a pro rata refund for the Cosmetology Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$21,682.80	\$2,168.28	\$5,420.70	\$10,841.40	\$13,009.68	\$21,682.82

Below is an example of a pro rata refund for the Esthetics Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$12,900.00	\$1,290.00	\$3,225.00	\$6,450.00	\$7,740.00	\$12,900.00

Below is an example of a pro rata refund for the Manicuring: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$5,690.00	\$569.00	\$1,422.50	\$2,845.00	\$3,414.00	\$5,690.00

Below is an example of a pro rata refund for the Massage Therapy Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	10%	25%	50%	60%	61%-100%
\$7,456.00	\$745.60	\$1864.00	\$3728.00	\$4,473.60	\$7,456.00

Neihulé Academy of Beauty does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code

You have the right to withdraw from a course of instruction at any time If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 45 days following your withdrawal You are obligated to pay only for educational services rendered and for unreturned equipment.



IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

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 at:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

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

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #s (888) 370-7589 or by fax (916) 263-1897.

(916) 574-8900 or by fax (916) 263-1897

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

### **STUDENT TUITION RECOVERY FUND (STRF)**

"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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589

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

1. The institution, a location of the institution, or an educational program offered by the institution was 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 allocation of the institution with in 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. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
5. 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.
6. 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 no collection may, at any time, make 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 led 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code Reference: Section 94923, 94924 and 94925, Education Code

## **Sexual Harassment, Assault and Violence Policy Grievance Procedure**

### **Equal Educational Opportunity**

Neihulé Academy is committed to providing an educational climate that is conducive to the personal and professional development of everyone. Students should be aware that discrimination and/or other harassment within the Neihulé community based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission, Neihulé Academy designates the Director of Compliance “Academy Director” as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts.

Students who feel that they have been harassed or discriminated against or who feel that Neihulé Academy has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures stated below. For grievances other than those related to harassment and discrimination policy, please follow the procedure outlined in this Student Handbook for student complaints under Notice of Student Rights. **Sexual Harassment and Sexual Violence**

Neihulé Academy will provide an educational, employment and business environment free of sexual harassment. Sexual harassment and acts of sexual violence are forms of sex or gender discrimination and are not tolerated by Neihulé Academy. Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance. Neihulé Academy provides procedures for reviewing and resolving such complaints through this Grievance Procedure.

Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

### **Definition**

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Several acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Further, alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy.

## **Filing a Complaint**

To ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances covered by these procedures must be filed within 45 days of the date of the alleged discriminatory conduct. Neihulé Academy may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity. Any student or group of students alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance.

While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance. If the complainant requests confidentiality or asks that the complaint not be pursued, Neihulé Academy will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue investigation. If a complainant insists that her or his name or other identifiable information not be disclosed to the alleged perpetrator, Neihulé Academy officials will inform the complainant that its ability to respond may be limited. As an initial matter, all grievances shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. Neihulé Academy shall not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance.

## **Record of Complaint**

All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. Memoranda describing any formal reprimand or disciplinary action that the student receives for violating Neihulé Academy's sexual harassment policy will be placed in the student's permanent academic file. No student will be subjected to retaliation by members of the student community because of filing a good-faith grievance for sexual harassment.

## **Grievance Procedure**

Any student who has a grievance concerning the interpretation, application or claimed violation of her or his rights as a Neihulé Academy student or feels she or he has been discriminated against or harassed on the basis of age, color, disability, family status, gender, national origin, race, religion, veteran status, sex or sexual orientation, including sexual harassment and violence, has the opportunity to seek resolution of such grievance. Any student alleging that an act of harassment or discrimination has occurred or that her or his rights as a Neihulé Academy student have been violated has the right to seek redress of her or his grievance. This may take place informally, through the mediation of designated officials of Neihulé Academy, or formally, through an established grievance procedure.

## **Informal Resolution**

A student who feels she or he is a victim of harassment or discrimination or that her or his rights as a student have been violated pursuant to this Policy may attempt to resolve the matter informally by bringing a complaint to the Executive Director of Compliance "Academy Director"

Upon receipt of a complaint, the Academy Director has the following responsibilities: 1.

Inform the complainant of her or his formal recourse, should that be necessary (see Formal Resolution described below).

2. Inform the complainant that informal mediation will not be used to resolve sexual violence complaints.

3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence.

4. Undertake, with permission of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action. At all times during this procedure, the Academy Director must keep all information completely confidential, and the name of the complainant should not be revealed to the individual alleged to have caused the grievance except with the complainant's permission. In addition, written records, if taken, shall be submitted to the Academy Director. If an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Academy Director will stop the informal resolution process and assist the complainant in filing of a formal complaint.

### **Formal Resolution**

If a student wishes to lodge a formal complaint against another student or employee of Neihulé Academy the student will address the complaint to:

1. The Director of Compliance, “Academy Director” if the individual alleged to have caused the grievance is another student.

2. The Academy Director” in the case of discrimination or harassment, if the individual alleged to have caused the grievance is a faculty or non-faculty employee. A formal complaint will be made in writing by the complainant, addressed to the above-mentioned Neihulé Academy officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses.

In a situation deemed to be an emergency by the Director of Compliance “Academy Director”, the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

The officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for acting. The Neihulé Academy officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the responsible Neihulé Academy official, as appropriate, must file a written report with the Academy Director for one of three actions:

1. Conclude the complaint is without merit and no further action is warranted.

2. Attempt to bring about a negotiated resolution.
3. Recommend to the Academy Director to conduct a formal grievance hearing to evaluate possible action against the individual alleged to have caused the grievance. Either party, the complainant or the individual alleged to have caused the grievance, may request in writing within 5 days after notification by Neihulé Academy, a formal hearing if dissatisfied with the conclusion.
4. **Hearing**

A Grievance Committee composed of two senior level management personnel appointed by the CEO of Neihule Academy will be convened to hear the Executive Director of Compliance's "Academy Director" recommendations and testimony from the complainant, the individual alleged to have caused the grievance and any relevant witnesses from both parties and any other relevant evidence. Both the complainant and the alleged perpetrator will be afforded similar and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee. The Committee will decide whether:

1. The complaint is without merit and no further action is warranted.
2. Some remedial action is necessary.
3. Determine the scope and timing of any proposed disciplinary action against the alleged student or employee. The determination of the merits of the complaint by the Grievance Committee will be final.

#### **Penalties**

In the case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee and approved by the President.

#### **Complaint Record and Notice of Outcome**

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. If the alleged victim is deceased because of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. No student will be subjected to any retaliation or involuntary reassignment because of filing a good-faith grievance for harassment and discrimination. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

## **RULES AND REGULATIONS**

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 10AM TO 5:00PM MONDAY THRU FRIDAY, 32 HOURS PER WEEK. PART-TIME MONDAY THRU FRIDAY FROM 5:30 PM TO 10PM, 20 HOURS PER WEEK.
2. A LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST SIGN OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED SIGN IN PROCEDURES.
  3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN IN.
  4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE CALIFORNIA STATE BOARD AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (SCHOOL SHIRT). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES, FLIP FLOPS, SANDALS, OR HIGH HEELS.
6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.
7. STUDENTS, PATRONS, AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. CALIFORNIA STATE BOARD REQUIRES THAT SANITARY CONDITIONS BEMAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHELDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO SIGN OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN SCHOOL. PROFANITY IS NOT PROFESSIONAL OR EXCEPTABLE.
9. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.
10. THE SCHOOL MAY TERMINATE A STUDENT'S ENROLLMENT FOR NONCOMPLIANCE WITH GENERAL POLICIES, THE STUDENT ENROLLMENT AGREEMENT, OR STATE LAWS AND REGULATIONS.

IMPROPER CONDUCT OR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TO A CLIENT, STUDENT, OR EMPLOYEE OF THE SCHOOL; WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.

11. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

12. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

13. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. ANY STUDENT THAT ARRIVES 30 MINUTES AFTER START TIME WILL BE SENT HOME AND COUNTED AS ABSENT.

20. STUDENTS WHO ARE BEHIND ON TUTION WILL BE PLACED ON A LEAVE OF ABSENCE UNTIL THEY ARE ABLE TO BRING THEIR ACCOUNT TO CURRENT.



## **Naccas Annual Report Information All programs offered report year 2021**

Current Year

Graduation Rate: 86.36%

Placement Rate: 63.74%

Licensure Rate: 85.15%

Institutional Rate Summary

Number of exempt students from the 2021 Annual Report: 9

Item 1 - Number of students scheduled to graduate: 198

Item 2 - Number of students (from Item 1) who actually graduated as of deadline / submission of Annual Report: 171

Item 3 - Number of students (from Item 2) who are eligible for employment: 171

Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them: 109

Item 5 - Number of individuals (from Item 2) who took all portions of their licensing exam: 101

Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam: 86

Item 7 - Length of longest NACCAS approved program taught in 2021 or 2022 (F/T or P/T) in weeks:

62

Item 8 - The total # of students who started training between September 1, 2021 to to August 31, 2022 was 214