



STUDENT CATALOGUE

TONI&GUY
HAIRDRESSING ACADEMY

01/01/2016 – 12/31/2016

ACCREDITED BY THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, INC. (NACCAS)

Welcome

To TONI&GUY Hairdressing Academy in Manteca!

Mission

The Mission of the TONI&GUY Hairdressing Academy is to educate and produce highly desirable and employable graduates, thereby cultivating the profession of hairdressing as a whole.

Objective

The objective for the TONI&GUY Hairdressing Academy basic cosmetology courses is to surpass the criteria necessary for students to meet the state guidelines and pass the state exam required to obtain a cosmetology license.

Our cosmetology courses are designed to impact standard, as well as current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon environment.

The Toni&Guy Story

In 2005 TONI&GUY celebrated its 20th anniversary in the United States, with 53 salons, several cosmetology and advanced hairdressing academies, and worldwide distribution of the TIGI/Bed Head line of professional haircare products and cosmetics.

Over 40 years, Bruno Mascolo and his brothers Toni, Guy and Anthony have built the TONI&GUY name into a powerful brand, with recognition and presence throughout the world. TONI&GUY culture combines the allure of high fashion with hairdressing, adapting couture styles to the individual tastes and preferences of each client. More than just classrooms and techniques, the sleek design and progressive curriculum of TONI&GUY academy immerses students in a unique environment and provides an exceptional learning experience.

Combining the distinct approaches to hairdressing and education, TONI&GUY has established learning facilities that produce talented and well trained hairdressers and color technicians for salons across North America. The academies bring the quality and consistency to hairdressing education that makes TONI&GUY legendary in the industry. Toni&Guy also offer world-class continuing education to instructors, as well as advanced training to licensed hairdressers and technicians.

Thank you for selecting TONI&GUY Hairdressing Academy (Owned and operated independently in Manteca.)

TONI&GUY Hairdressing Academy

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APPROVAL DISCLOSURE STATEMENT

TONI&GUY Hairdressing Academy is a private institution, also known as in this catalogue, The Academy, TONI&GUY Academy, TONI&GUY and was granted its approval from the **California Bureau of Private Postsecondary Education**, under the Department of Consumer Affairs, based on provisions of the California Private Postsecondary Education Act (CPPEA) OF 2009 that became effective January 1st, 2010. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Department. The Department has approved the following courses offered by TONI&GUY Hairdressing Academy:

Cosmetology

1600 Clock Hours

Instruction is provided within a 5,300 sq. foot facility with an occupancy level accommodating **100** students at any one time. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements.

The State of California Department Consumer Affairs - Barbering and Cosmetology Department provides licenses to graduates upon passing the Barbering and Cosmetology Department examination.

Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Requests for further action may be made to the Institution's Director.

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca 95833 www.bppe.ca.gov, 888.370.7589, 916.263.1897 fax.

Approved Academy by Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, Ca 95834
800.952.5210
www.barbercosmo.ca.gov

Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Avenue, Suite 1300 Alexandria, Va 22302 Telephone 703.600.7600 www.naccas.org

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation by the first class session, or the seventh (7th) days after enrollment, whichever is later.
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact **The Bureau for Private Postsecondary Education** at the address and phone number printed below for information.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website: www.bppe.ca.gov

TRANSFERABILITY: TRANSCRIPTS

The transferability of credits you earn at TONI&GUY Hairdressing Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are 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 TONI&GUY Hairdressing Academy to determine if your credits or diploma will transfer.

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will document the percentage of the course which has been completed.

Each course of study offered by TONI&GUY Hairdressing Academy is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.

ADMINISTRATION BUSINESS HOURS

Administrative offices are open from Monday through Friday from 10:00 a.m. to 5:00 p.m.

ADMISSIONS: Applicants may secure information regarding admissions by contacting or visiting the Admissions Director.

ACCOUNTING: Matters regarding school charges, payments and balances may be addressed to the Academy Director.

PLACEMENT: Leads to employers requesting graduated students may be obtain by contacting the Academy Director.

ADMISSION POLICY

The school is accepting applicants for admissions as regular students once the following criteria have been met: To complete the registration process, all potential students shall possess a high school diploma, or its equivalent (GED), or otherwise successfully take and pass an independently administered examination as required by section 94904 of the Ed. Code (ATB), a state issued I.D. or birth certificate and social security card.

As a prospective student, you are encouraged to review this catalogue 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.

RE-ENROLLMENT

If you withdraw from TONI&GUY Hairdressing Academy in good standing and wish to return, you shall contact the Director. Re-enrollments are reviewed on a case by case basis and are subject to availability. If you are accepted for re-enrollment, you must sign a new contract, pay a nonrefundable registration fee, and settle all outstanding tuition balances.

TRANSFER POLICY

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Barbering and Cosmetology Department Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the credit evaluation conducted by the California State Barbering and Cosmetology Department. Before enrolling in **TONI&GUY Hairdressing Academy** it is the student responsibility to obtain the state's evaluation.

The academy has NOT entered into an articulation or transfer agreement with any other college or university.

TRANSFER STUDENT

TONI&GUY Hairdressing Academy accepts transfer students from other cosmetology schools or programs on a case by case basis. A student is required to meet with the Director of Education to determine the hours accepted by the academy. For more information, please contact the Director of Admissions. All transfer students are required to submit a proof of training document

and transcript from the previous schools attended and a fee of \$100.

STARTING CLASS SCHEDULES

Classes are scheduled to start the first Tuesday of the month. School hours are Tuesday through Saturday 9:00 a.m. to 4:30 p.m.

CALENDAR/HOLIDAYS

TONI&GUY Hairdressing Academy is closed on Sunday and Monday. The following holidays are observed: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Being absent the day before and/or after a designated holiday or break may result in suspension.

GRIEVANCE PROCEDURE

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his or her grievance known to the Academy Director, or in their absence Education Director. It is strongly recommended that all grievances be presented in writing. TONI&GUY Hairdressing Academy will also accept oral grievances. The school will provide a corresponding oral or written response to all grievances within 10 business days. For further action (if the matter is still unresolved) please read "Notice of student rights" in this catalogue and contact the state agency listed under that section.

STUDENT RECORDS and RETENTION

TONI&GUY Hairdressing Academy administration maintains all student records. The Academy maintains educational records for all currently enrolled students that consists of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records are securely maintained and protected against damage or loss. The Academy maintains all student transcripts permanently. The Academy maintains student financial records related to financial aid, tuition and fee payments, and tuition refunds for a minimum of five years. Only Academy Administrators may have access to these files, as well as, the students and the accrediting agency. If you wish to review your file, you may do so in the presence of an Administrative staff member. We will not release information to any party without your written consent, except under subpoena or in accordance with state or federal laws or funding programs. If such a situation occurs, we will make every possible effort to contact you, when allowed by law. If you are a dependent minor, your parents or guardian may have access to your file. In such an event, the Administrator will assist your parents or guardian in interpreting the contents of the file. Please be advised that we are only required to keep student records on location for a minimum of five years. Further questions about your records may be addressed to the California Bureau of Private and Postsecondary Education.

FACILITY

The TONI&GUY Hairdressing Academy is located at one of the busiest shopping centers in Manteca, at 1019 South Main Street Manteca, CA 95337. The facility is 5,300square feet of space that is designed to visually resemble and operate like a salon in itsaccessibility and accommodations for both students and clinic floor clients. The space contains one separate educational classrooms and theory areas as well as a large clinic floor. As you step into the TONI&GUY Academy you will find our Receptionn area and the spacious lobby. The clinic floor is a beautiful and astoundingly modern facility that contains state of the art equipment. Among these are powder white stations and fixtures, ceramic porcelain floors, glass walls to both classrooms and offices, and sound systems throughout. There is one large open area designated for the dispensary which accommodates the use of wash bowls, shampoos, conditioners, styling products, hair colors and developers. In the classroom you will find desks for students and TV, DVD player, with internet access for watching clips online and offline. A large wall for writing instructions that is used for students and instructors. A color bar area, which is used to house all chemicals, colors, and equipment for mixing and preparing for class or a client. There is one sizeable break room equipped with a refrigerator, soda machine, microwave and coffee maker. Men's and women's restrooms, which are wheelchair accessible for students, clients and staff. In most cases each student is provided with their own station and lockable trolley/locker.

LIBRARY and RESOURCES

The bulk of academic material required for each course is covered during regular theory hours. We also maintain library resources to enhance your education. These resources consist primarily of teaching DVDs, trade magazines, specialty books, and may include online web-based information. You may review the resources available at designated areas in the school resource office.

HANDICAP ACCESSIBLE

TONI&GUY Hairdressing Academy is handicapped equipped (wheelchair access).

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with the public. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive demands. We promote the acceptance of students with physical limitations or disabilities if these students (and their physician) believe they can fulfill the training demands.

OWNERSHIP

This TONI&GUY Hairdressing Academy in Manteca is owned by Rasho Inc.

ORIENTATION CLASS

Orientation classes are held on the Friday before the first day of classes, the student would have physically visited and reviewed the school facilities and have signed an enrollment contract for the course of study with the institution.

STATEMENT OF NON-DISCRIMINATION

TONI&GUY Hairdressing Academy does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, or Ethnic Origin, Financial Status, Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

CAREER COACHING

The school coaches the students individually as often as necessary, coaching takes place in monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily coaching carried out by the instructors and office staff.

DRUG ABUSE PREVENTION PROGRAM

The school makes the following information available to its students, staff and instructors. Any individual associated with **TONI&GUY Hairdressing Academy** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit following agency:

**National Council on Alcohol & Drug Dependence/South
Bay Manteca, Ca
209.825.7541**

PLACEMENT

TONI&GUY Hairdressing Academy does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Results from the California State Barbering and Cosmetology Department license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to **TONI&GUY Hairdressing Academy** for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews

ATTENDANCE, TARDY AND MAKE-UP POLICIES

An attendance rate of at least **80%** must be maintained at all times during the course of the program. A student must complete a course of study within 1.18 times of the maximum time frame of the program in order to complete the course with an 80% attendance rate. Should a life circumstance cause you to be absent, it is mandatory that you contact the acting floor Manager or Director.

Contacting the school does not excuse the absence. Students are required to make-up for the lessons missed due to absenteeism. However, the make-up work will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for 30 consecutive days, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue at hand. Student hours and operations properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. When a Holiday is observed during the scheduled school day, a mandatory make-up class will be offered on a Monday to ensure students do not pass the graduation date stated on their contract.

ATTENDANCE STATUS

Full-time students are required to attend 35 clock hours per week.

CLASS & PRACTICE HOURS - CREDIT PROCEDURE

Students at **TONI&GUY Hairdressing Academy** record their attendance by scanning their palm on the metric system to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students receive credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded and transferred to a software program on the computer. An instructor must initial daily operations. Each week a new record card must be prepared from the previous weeks record. **Record cards must remain in the school at all times.**

FRESHMAN/SOPHOMORE CLASS

The freshman/sophomore curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman/sophomore class teaches and introduces the basics of those areas that the student will need to know to pass the Barbering and Cosmetology Department examination. From this initial introduction, the

student will learn all the fundamental basics for his/her future and career. The hours spent in the freshman/sophomore class are approximately 308 for the cosmetology course. **TONI&GUY Hairdressing Academy** considers the freshman/sophomore classes to be the foundation for the students' learning process. The freshman/sophomore instructors will evaluate students before going to the next level.

ENGLISH-AS-A-SECOND LANGUAGE

TONI&GUY Hairdressing Academy does not offer ESL instruction at this time.

REQUIREMENTS FOR GRADUATION

TONI&GUY Hairdressing Academy has set forth minimum standards for completion requirements for graduation of each program to include:

Satisfaction of California State Board of Barbering and Cosmetology Standards. This includes:

- Completing 1600 clock hours in a licensed cosmetology program
- Completing all exams and requirements of the course
- passing two mock state board examination
- Fulfillment of practical operations required by the school
- Payment of all tuition and fees to the school before graduation unless other arrangements have been made
- Completion of an exit interview by the student. The student is required to report their most current address and telephone number, as well as the name, address and telephone number of his/her employer if employed

Upon meeting the above criteria, a diploma will be issued, as well as the student's proof of training document. The student will then be a graduate of the TONI&GUY Hairdressing Academy.

TERMINATION

The TONI&GUY Hairdressing Academy will terminate students who no longer clock hours due to voluntary withdrawal by the student.

You will also be terminated by the Academy for any one or more of the following actions:

1. Possession or obvious use of drugs and / or alcohol during Academy hours, including being under the influence after breaks.
2. Bringing firearms or weapons onto campus grounds.
3. Any act of bullying, violence or verbal/physical abuse to other students, instructors, administrators, or clients.
4. Refusal to provide assigned client services.
5. Disruptive behavior.
6. Refusal to wear assigned apparel, use assigned equipment, or perform assigned tasks.
7. Stealing from the Academy, a client, a member of the faculty or staff, or a fellow student.
8. Clocking in or out for another student.
9. Leaving the Academy premises while clocked in.
10. Failure to pay tuition as outlined in your contract.
11. Not meeting the attendance and academic requirements.
14. Misrepresentation of personal information on contracts or documents.
15. Violation of school policies as outlined in this catalogue or any written supplemental notices provided to you.
16. Exceeding more than 150% of the program length without completing the program.
17. Violation of state regulations applicable to students.
18. Failure to correct behavior as outlined in terms of written warning.
19. Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)
20. Any act of vandalism to school property.

WITHDRAWAL

You may voluntarily withdraw from the Academy by providing written notice of your intent to withdraw, as of a particular date, to the Director of the Academy. If you do not provide such notice, the date of determination of your withdrawal is 30 calendar days from the last date attended, unless you have received an approved leave of absence. To officially withdraw from TONI&GUY Hairdressing Academy, you must initiate the process with the Administration. The tuition refund policy will apply to withdrawn students.

LEAVE OF ABSENCE

You may request a Leave of Absence (LOA) for a minimum of five (5) calendar days and a maximum of 180 calendar days in one calendar year, in the event of unforeseen circumstances, such as medical reasons, which affect the student or an immediate family member, military service requirements or jury duty. Proof of these situations will be required, as well as a written request for the leave and an anticipated date of return to the program. You must submit a written LOA request to the Director and an exact

date of return to the program. Approval of a LOA is not guaranteed. If the LOA request is approved, you must return by the date specified. If you fail to return from the LOA by the specified date, you will be considered to have withdrawn from the program, effective the fourteenth day immediately following the last day of the approved leave, with the following consequences: (Leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.)

The institution may not assess the student any additional institutional charges as a result of the LOA.

At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA or a student takes an unapproved LOA the student withdrawal date is the date the student begins the LOA. At an institution that is required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Students need to apply in advance for an LOA, unless unforeseen circumstances prevent the student from doing so.

An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the initiation documents the reason for its decision and collects the request from the student at a later date.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1250 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order 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 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 35 hrs/wk) - 1600 Hours	47 Weeks	2400
Cosmetology (Part time, 20 hrs/wk) – 1600 Hours	71 Weeks	2400

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% 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 grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 95%	Exemplary performance
94% - 86%	Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
85% - 80%	Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application and inter-relationships of the material covered.
79% - below	Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period 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 the 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. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

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 in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward this educational program are counted as both attempted and completed hours.

RE-ENTRY POLICY

Students accepted for re-entering into the program of study, may be charged an additional fee and placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. All students who withdraw in good standing may apply to re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institution before returning to TONI&GUY Hairdressing Academy, those hours and operations earned at that institution may also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. TONI&GUY Hairdressing Academy reserves the right to refuse students that had withdrawn from TONI&GUY Hairdressing Academy.

COURSES OF STUDY

All courses offered by TONI&GUY Hairdressing Academy are taught in English. **TONI&GUY Hairdressing Academy** utilizes the Salon Fundamentals Textbooks and other resources for each course offered as the main reference and instructional guide.

COSMETOLOGY PROGRAM

Cosmetology Course 1600 Clock Hours*

(47 Weeks/Approx. 11 months/ 35 hours per week)

TONI&GUY HAIRDRESSING ACADEMY offers a Cosmetology program to individuals seeking licensure as hairdressers. Our program produces qualified hairdressers invested in the concept of hair fashion. The Cosmetology course introduces and guides beginning students in the areas of modern haircutting, colouring, and hairdressing. Our program teaches these techniques to help you meet the level of proficiency in cosmetology required by the State. The program is designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the cosmetology field.

Our program is divided into five levels. Each level consists of at least one section. Some levels may have two or three sections; each section lasts one month. You will begin the program as a freshman. After a month of freshman training, you progress to the sophomore level. During the freshman and sophomore levels, theory and practical sessions entail all aspects of cosmetology, as well as classic haircutting and colouring required by **TONI&GUY**. The freshman and sophomore levels focus on theory and practice on mannequins and models. After successful completion of this component, you advance to the junior, senior, and graduating senior levels where you receive an emphasis on practical applications with clients. Graduating seniors also complete State Board applications to prepare for the Mock State Board Exam, which includes written and practical portions. You will take this exam upon completion of approximately 1,000 hours. Passing the exam is a requisite to graduating from TONI&GUY Hairdressing Academy as well as obtaining a Cosmetology License. Graduating Seniors C may receive certain privileges associated with this level, including an expanded dress code (black, white, and / or grey) and client appointments taken at any time of the school day. Course Format

The curriculum for students enrolled in a cosmetology course shall consist of 1,600 clock hours of theory, technical instruction and practical operations as mandated by the State. Theory and technical instruction means instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Course Levels:

- Freshman
- Sophomore
- Junior A
- Junior B
- Junior C
- Senior A
- Senior B
- Graduating Senior A
- Graduating Senior B
- Graduating Senior C

Teaching/Instruction Methods Used

The cosmetology course is taught using the following methods: discussion, Q&A, demonstration, group study/ group projects, interactive lecture, student/ group presentations, educational games, lab, salon activities, and hands on lessons. TONI&GUY Hairdressing Academy courses are taught in English.

What
to
Expe
ct

We will cover the following topics in each area of the curriculum:

Course Contents:

The curriculum for the cosmetology course consist of 1600 clock hours of theory, technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

	Theory Hours	Operational Hours
Hairstyling.....	65	200
Wet Hairstyling.....		40
Permanent Waiving and Chemical Straightening.....	40	105
Hair Coloring and Bleaching.....	60	50
Haircutting	20	80
Hair and Scalp Treatment	5	10
Laws and Regulations.....	20	0
Health and Safety Considerations.....	45	0
Disinfection and Sanitation.....	20	30
Anatomy and Physiology	15	0
Chemistry and Electricity	10	0
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beatification and Make-up.....	25	30
Manicuring and Pedicuring.....	10	25
Artificial Nails and Wraps	25	120
Additional Training.....	80	405
TOTAL	1600 hours	

**One hour is equal to sixty (60) minutes*

1. The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
2. No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

All students shall have completed the specified minimum required hours and operations upon completion of the sixteen hundred (1600) hour course. When warranted, additional hours may be utilized to correct individual student deficiencies.

Educational Goals

Performance Objective

- Acquire knowledge of laws and rules regulating the established California’s cosmetology practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.

Skills to Be Developed

- Learn the proper use of implements relative to all cosmetology services
- Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Will learn the procedures and terminology used in performing all cosmetology services.
- Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
- Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
- Will learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be developed

- Be able to appreciate good workmanship common to cosmetology.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- Have improved personality in dealing with patrons and colleagues.

GRADING POLICY

Grades are given for written exams, practical applications and Senior Test Out. Each area is weighted with primary focus placed on exams and Senior Test-Out. Below are percentages applied to grading:

100% - 95% Exemplary performance

94% - 86% Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application. In some courses, originality may be required.

85% - 80% Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application and inter-relationships of the material covered.

79% - below Unsatisfactory

California State Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the State Barbering and Cosmetology Department examination with an overall average of 75%.

Due to sanitary reasons, the equipment once issued, accepted and opened by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.

TUITION AND FEE SCHEDULE

COURSE	TUITION ^a	REGISTRATION FEE ^b	STUDENT KIT ^c	BOOKS ^c	TOTAL	WEEKS ^d
Cosmetology 1600 hours	\$16,000 Hourly - \$10	\$100 Non-refundable	\$ 2,500	\$385	\$18,985	47

(The schedule of total charges and an estimated schedule of total charges for the entire educational program are the same)

TOTAL CHARGES: \$18,985

a – REFUNDABLE. Cost shown represents cost for the entire course.

b – NON-REFUNDABLE.

c – NONREFUNDABLE. Once opened, issued kits are not returnable due to sanitary considerations.

d – Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

e –The instructional charges are calculated as \$10 per hour.

tuition and fees are your responsibility as a student. All tuition is due on the 1st day of each month, with the exception of the first payment, which is made on or before the first day of school. You have until the 5th of the month to make payment; and the 5th day of the month unpaid tuition will be considered late and you will be assessed a late fee of \$25. Thereafter, a daily \$5 late fee (excluding holidays) will accrue until you make full payment of tuition and all late fees. Failure to pay tuition as agreed upon in your contract may result in corrective action up to and including termination.

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

Cosmetology Course (Full Time)	5 Days (35 hrs per week)	1600	47 Weeks Approx 11 Months
Cosmetology Course (Part Time)	5 Days (23 hrs per week)	1600	71 weeks Approx 18 Months

FINANCIAL AID CONSUMER INFORMATION

This Academy IS participating in the TITLE IV program.

- This Academy is in the TITLE IV program.
- POST 9/11 GI BILL Approved Academy – Visit www.gibill.va.gov to apply
- No Scholarship offered at this time

EXTRA INSTRUCTION CHARGES

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, an additional charge of \$100.00 per day will be assessed until graduation.

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from **TONI&GUY Hairdressing Academy** and/or, private lenders. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

Payment shall be made by credit card, personal check, cashier's check or money order.

HOUSING

This academy does not have dormitory facility or provide assistance in to finding housing. For information regarding housing in Manteca, Ca, you can visit apartments.com. A number of housing apartments are available within 0.5 miles of the academy, such as, Paseo Villas Apartment with median housing cost can range anywhere from \$1,010-\$1530 per month.

REFUND and WITHDRAW POLICY

§ 71750. Withdrawals and Refunds.

(a) Every institution shall make refunds that are no less than the refunds required under the Act and this section. An institution may not enforce any refund policy that is not specified in the catalogue as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. A pro rata refund pursuant to section 94919(c) or 94920(d) or

94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded. (3) Except as provided in section 76120, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalogue specify amounts paid for an application fee or deposit not more than \$250.00, books, 39 1/29/10 supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. (4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalogue. (b) If an institution has collected money from a student for transmittal on

the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. (c) An institution shall refund any credit balance

on the student’s account within 45 days after the date of the student’s completion of, or withdrawal from, the educational program in which the student was enrolled. NOTE: Authority cited: Sections 94803, 94877, and 94885, Education Code. Reference: Sections 94885, 94919, and 94920, Education Code. An applicant not accepted by the school shall be entitled to a refund of all monies paid.

Pro Rata Refund The State of California requires a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. However we provide a pro rata refund at all levels of completion. The pro rata refund will be determined using the following calculations.

This calculation does not include a refund for the books, Equipment & Registration fee.

If a student chooses to cancel, according to the above stated conditions, he or she must submit a written notice of cancellation to:

Administration
 1019 South Main Street
 Manteca, CA 95337

STUDENTS RIGHT TO CANCEL

All funds paid will be returned if the student is not accepted for enrollment. You may cancel this contract and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later. This right to cancel the agreement for a course of instruction includes any equipment such as books, materials and supplies (not opened and tampered with for sanitary reason) or any other goods related to the instruction included in this agreement.

Cancellation: shall occur when you give written notice of cancellation at the institution’s address. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

Equipment: if the institution has given you any returnable equipment, including books or other materials, you shall return it to the institution within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the institution may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 1,600-hour course, pays \$16,000.00 for tuition, \$100.00 for registration, and \$2,885.00 for books equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$7,825.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the institution would refund the charge for the equipment returned.

Total Paid	\$18,985		
Registration Fee (Non Refundable)	\$100	Tuition Cost	\$16,000
Less Un-returnable equipment/Books	\$2,885	Hours in the course	1,600
Equals amount paid for instruction	\$16,000	Hourly charge	\$10

Paid for Instruction/Equipment	\$18,885
Hours attended	600
Tuition owed 600 hours x \$10	\$6,000
Equipment/Books	\$2885
Refund due	\$10,000

For the purpose of determining the amount you owe for the time you attended (include the hours of training offered to the student but not attended by the student), you shall be deemed to have withdrawn from the course when any of the following occurs:
 Determination of withdrawal from institution: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from institution on the earliest of:

- The date you notify the Director of your intent to withdraw. Only the Director would be authorized to accept a notification of your intent to withdraw.
- The date the institution terminates your enrollment due to academic failure or violation of its rules and policies stated in the catalogue.
- The date you fail to attend classes for a 30 day period and fail to inform the institution that you are not withdrawing.

- The day Director determines the students non payment of tuition has exceeded and there has been no communication with student
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance, unless a request has been made to extend the return date.

TIME FRAME FOR REFUNDS

Refunds must be made within 45 days.

RETURN TO TITLE IV FUNDS

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There is some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid Academy charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

In any case where funds must be returned to the Title IV Programs, the payment of the returned funds will be made within 45 days from the official withdrawal date in the following order: FPELL, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

FINANCIAL AID CONSUMER INFORMATION

The school is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant: Does not require repayment (FPELL)
- Federal Direct Loan: Interest paid by federal government while student is enrolled at least half time in an eligible program of study and during any periods of deferment.
- Federal Direct Unsubsidized Loan: Interest accrues from date(s) of disbursement.
- Private Education Loans

DISBURSEMENT

PELL Grant disbursements are earned when the student completes the required hours and number of weeks of each payment period. (See Financial Aid Coordinator for more information.)

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security number is mandatory. The Social Security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday through Saturday 9:00 a.m. till 4:30 p.m.
2. In case of illness or emergency, the student must call in to report his/her absence during the course of the day when the absence occurs. Prior to start of class if possible. Calling does not excuse an absence.
3. Students are required to be in class for roll call (9:15am) at the start of the scheduled class in a clean prescribed uniform.
4. Students appearing in school with their hair not combed and neat will be required to clock out. Individual appearance needs are to be done on the student's own time. The uniform dress code is to be adhered to all the time. Students out of uniform will be sent home.
5. Students attending will take a two 10 minutes break between 10:00 a.m. and 2:30 p.m. Student must be cleared by instructor. Students should report to an instructor if they have not had his/her break by 1:30 p.m. Students will take 30 minutes for lunch off the clock. It is the responsibility of these students to take time out for lunch and clock-out for that period. Students cannot be on the clock for more than 6 consecutive hours without showing a clocked out break.
Students cannot be on the clock for more than eight hours a day.
6. A student must use the time clock to clock "IN" when entering and "OUT" when leaving the building. Students failing to do so are subject to disciplinary action and will only receive credit for hours indicated by the time clock. **REMEMBER IT IS YOUR RESPONSIBILITY TO CLOCK IN AND OUT EACH DAY TO RECEIVE CREDIT.** Students may also be required to clock in and out for breaks extended beyond the allowable time.
7. Any time a student leaves the building during the day his/her credit sheet must be left in the provided slot near the time clock.
8. Smoking is not allowed on the school premises, or within in designated areas.
9. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
10. School business phones may not be used for personal calls. Students are not permitted to leave a patron to answer the phone. **Cell phones are not allowed in school.**
11. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. All products used in school must be properly labeled.
12. Students must keep their workstation in class or on the clinic floor clean and sanitary at all times. A container for CLEAN and a container for SOILED items must be labeled as such.
13. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to the student. Failure to take a patron is grounds for dismissal from school.

14. No student may leave a patron while doing a chemical service, except in an emergency and, if he/she is excused by an instructor.
15. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
16. Students must pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
17. Students are responsible for the return of school materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
18. Equipment in good working condition and books must be at school while student is in attendance. Students not having such will be sent home. Missing or broken items must be replaced immediately.
19. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. The Instructor must make all services tickets and no changes are to be made by students.
20. Students are required to attend school on all business days before and after holidays. If absent, the student may be suspended unless valid medical documentation of illness is brought in. Students must be here for theory and Saturdays if scheduled otherwise they will be suspended.
21. Students have the privilege at all times to consult the management on personal problems.
22. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
23. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
24. Students must keep a record of theory hours and services each day as required on the student daily record of applied effort. Monthly cards will be audited by the school administrators and by authorized governing agencies. Credit will be given only for applied effort and continuously engaging in training and study of the branch of cosmetology for which the student is enrolled. An instructor must check all work or credit will not be given. Recording of operations on the time card must be clear and readable.
25. All students will be expected to maintain an average grade of 80% or better in theory / practical subjects and an attendance average of 80% or higher. Probationary status will result in case of failure to do so.
26. Only products furnished by the school may be used unless otherwise approved by the supervisor.
27. Students are to park only in the area designated by the school.
28. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
29. Students must comply with school policy and State rules and regulations.
30. Due to absences all assignments, tests and homework must be made up if required by the instructor in charge of the individual class missed by the student.
31. Notify the administrative office immediately of any name, address or telephone change.
32. Any student absent more than two consecutive weeks without notifying the office will be terminated.
33. Personal Services: Students will have the opportunity to use the services of another student for their own services.
34. Assignments: Students may be required to complete three operations before receiving services from other student. Our goal with this procedure is to enable our students to gain speed in the completion of operations. A cosmetologist is expected to be excellent and fast when taking care of clients. Students may be assigned more than one operation to be performed on the same patron. This once again simulates the working demands at a salon. As if you were dealing with your own clients, students may not refuse assignments.
35. All students will receive an equal opportunity to work with patrons.
36. Emergency drills: There will be no smoking during the fire drill. During this time, you are in class even though you may be outside for a few minutes during the drill. This rule applies to students, faculty and staff. **REMEMBER IF THE DRILL OCCURS DURING CLINIC TIME AND YOU ARE GIVING A CHEMICAL SERVICE TAKE YOUR SPRAY BOTTLE ALONG AS YOU EXIT.**
37. Reconciliation of hours: Students that need to have their hours reviewed for accuracy need to make an appointment with the office to have their time cards reviewed.
38. Failure to observe the above rules and regulations may subject the student to termination from school.

FACULTY AND STAFF

The faculty and staff of the academy possess years of experience and expertise. They are the reason for the success of their students. Below is a listing of our current team:

Fred Rasuli – Director

- Qualifications: Extensive experience and training in customer service and management

Rita Rasuli – Director of Education

- Qualifications: Licensed Cosmetologist, Licensed Cosmetology Educator, Salon Management Experience

Nikki Pollard – Asst. Education Director

- Qualifications: Licensed Cosmetologist

Herminia Gomar – Financial Aid Coordinator

- Qualifications: Financial Aid Administration Experience

Shara Barnes – Asst. Director

- Qualifications: Customer Service Experience, Admissions, Financial Aid

Ariel Manibusan – Admissions Director

- Qualifications: Admissions/Sales/Management

Melissa Martinez – Customer Service Specialist

- Qualifications: Customer Service/Front Desk Experience

Jessica Garibay – Registrar

- Qualifications: Customer Service/Front Desk Experience

Ashley Fishburn – Instructor

- Qualifications: Licensed Cosmetologist

Erika Smith – Instructor

- Qualifications: Licensed Cosmetologist

Kabrea York – Instructor

- Qualifications: Licensed Cosmetologist

Ernestine Hoye – Instructor

- Qualifications: Licensed Cosmetologist

Bankruptcy Disclosure

TONI&GUY Hairdressing Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the proceeding five years, and has not had a petition in bankruptcy filed against it within the proceeding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec.1101et.seq.)

ADDENDUM TO THE CATALOGUE

NO ADDENDUM LIST BELOW FOR 2016
SCHOOL PERFORMANCE FACT SHEET

TONI&GUY HAIRDRESSING ACADEMY, MANTECA, CA

COSMETOLOGY

PERFORMANCE FACT SHEET FOR CALENDAR YEARS 2013 and 2014

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

The California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010, requires under section 94910 of CPPEA that a school provide information for each program offered in regards to, completion rates, placement rates, licensure exam passage rates, and salary/wage information. The following information is data compiled from January 1, 2013 to December 31, 2014.

Completion Rate (Program Length: 11)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2013	32	32	21	67%
2014	56	55	34	62%

Students Completing After Published Program Length: 150%

(Program Length: 11 months)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2013	0	0	0	0%
2014	0	0	0	0%

¹ "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³ "Graduates" is the number of students who completed the program within 100% of the published program length.

⁴ "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵ "150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶ "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

(Student Initial/Date) _____/_____ I have read and understand the information presented above.

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	\$15,000.00 - \$20,000.00	\$20,001.00 - \$25,000.00	\$25,001.00 - \$30,000.00	\$30,001.00 - \$35,000.00	Students Not Reporting Salary
2013	21	13	0	12	0	0	1
2014	34	21	0	16	0	0	5

¹ "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the student. Not all graduates reported salary.

(Student Initial/ Date)_____/_____/_____I have read and understand the information presented above.

Federal Financial Aid Information: (Only If applicable – new with AB 2296)

3 year cohort Federal student loan default rate (reported by U.S Dept. of Education as of **12/31/14**): N/A

Percentage of enrolled students receiving federal student loans (as of **12/31/14**): 96%

To obtain a description of the manner the above statistics were gathered; or a list of employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates; or a list of the objective sources of information used to substantiate the salary disclosures; please ask your enrollment representative.

This fact sheet is filled with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at PO Box 980818, Sacramento, CA 95798-0818, www.bppe.ca.gov, ph 888-370-7589.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

STUDENT NAME (PRINT)

STUDENT SIGNATURE

SCHOOL OFFICIAL SIGNATURE

DATE

DATE