

TONI & GUY®

HAIRDRESSING ACADEMY



STUDENT CATALOGUE

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www.toniguy.com

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01/01/17 – 12/31/17 CATALOGUE



Welcome

To TONI&GUY Hairdressing Academy in Manteca! All classes are held at **1019 & 1031 s. Main St. in Manteca, CA. 95337**

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 hair care 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 colour 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 Modesto.)

**TONI&GUY Hairdressing Academy
School Catalog for 2015-2016**

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APPROVAL DISCLOSURE STATEMENT

TONI&GUY Hairdressing Academy is a private institution and is licensed by 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 granted license to operate 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 9,000 sq. foot facility with an occupancy level accommodating **140** 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 catalog 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.

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

Accredited Academy 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

STUDENT TUITION RECOVERY FUND STATEMENT (STRF)

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an education program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the act or this Division within 30 days before school closed or, if the material failure began earlier than 30 prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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.

Financial Aid

TONI&GUY Hairdressing Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), making financial aid funds available to students who qualify. We participate in the Federal Pell Grant Program and the Federal Direct Loan Programs. We offer various alternative loans to help you meet educational costs. If you need more information regarding these programs or have questions about Financial Aid, please contact the Financial Aid Coordinator.

ACCREDITATION

National Accrediting Commission of Career Arts & Science
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
Telephone (703) 600-7600

ADMINISTRATION BUSINESS HOURS

Administrative offices are open from Tuesday through Saturday from 9:00am to 4:30pm.

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.

ADMISSIONS 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), a state issued I.D. or birth certificate and social security card. Your enrollment date will be determined after we receive all required documents and registration fees. (TONI&GUY Hairdressing Academy has the right to accept or deny any credits earned at other institutions.)

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.

STARTING CLASS SCHEDULES

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

CALENDAR/HOLIDAYS

TONI&GUY Hairdressing Academy is closed on Sunday and Monday. The following holidays are observed: New Year's Day, 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. 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 may have access to your file. In such an event, the Administrator will assist your parents 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 s. Main St. Manteca, CA 95337. The facility is 9,000 square feet of space that is designed to visually resemble and operate like a salon in its accessibility and accommodations for both students and clinic floor clients. The space contains one separate educational class rooms and theory areas as well as a large clinic floor. As you step into the TONI&GUY Academy you will find our reception 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 a computer lab for 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 Modesto is owned by Rasho Inc.

ORIENTATION CLASS

Orientation classes are held on the Monday before the first day of class, 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:

**Alcohol and Drug Rehab Center
Modesto, Ca
888.957.3422**

ACADEMIC STANDARDS AND POLICIES

Dress Code:

The TONI&GUY Hairdressing Academy dress code helps us set a standard of excellence for our students and gives our clinic floor a degree of professionalism that appeals to our clinic floor clients. When selecting your school wardrobe, remember that your dress should always convey a sense of professionalism. The wardrobe items you choose must always meet the following dress code guidelines:

- Tuesday through Saturday all black dress is required.
- Graduating Seniors C who pass both portions of the Mock State Board may wear any combination of solid white, black, and grey.
- All clothing must be plain: no patterns, logos, emblems, stripes, plaids, or writing may appear on the clothing, other than a TONI&GUY emblem.
- You may wear an approved apron over your clothing at all times on the clinic floor.
- Shoes may be any color but must have a closed toe and closed heel. Sandals and clogs are not permitted. Wear comfortable shoes as you will be on your feet all day.
- Socks, pantyhose, leggings, tights, or "booties" must be worn at all times. Leggings, tights, and hose must be in dress code (correct color)
- Armpits and chest must be covered at all times.
- Slippers, house shoes, sweat pants, low cut blouses, tank tops, shorts, lingerie, see-through fabrics, and bare feet are not permitted.
- If you choose to wear skirts with a hemline above the knee, you must wear solid leggings underneath.
- Hats and sunglasses may not be worn in the Academy.
- Any student who returns to practice for the State Board must be in proper dress code for that day.

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.

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 1.03 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 14 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 Saturday to ensure students do not pass the graduation date stated on their contract. If graduation date is passed overtime hours are accessed at \$100 per day.

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 swiping their student ID card 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.**

CREDIT EVALUATION

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.

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.

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% - 75% Failure to maintain an **80%** or higher grade point average will result in a corrective action as described in the Satisfactory Academic Progress (SAP) policy. Failure to bring the grade point average at or above **80%** may result in further corrective action.

74% and below Unsatisfactory progress using the principles within the course content.

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
- Maintaining an 80% or higher grade point average throughout the program
- Completing all exams and requirements of the course; passing two mock state board examination
- Maintain a cumulative average attendance level of at least 80% of the scheduled hours.
- Fulfillment of practical operations required by the school
- Completion of the program within 1.03 times the normal length of the program or overtime charges apply
- Payment of all tuition and fees to the school before graduation
- 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.

LEVELS OF CORRECTIVE ACTIONS

You will be thoroughly informed of our expectations of you as a student during your New Student Orientation. Your commitment to upholding the standards of conduct set forth by the Academy helps us maintain the Spotlight Culture at the Academy and ensures that every student has a positive educational experience. Should your conduct, attendance, or academic performance require attention, the Academy Administration may intervene with corrective action.

The levels of corrective action could include the following:

Verbal Warning

When a student violates Academy policies, the student will be verbally informed of the violation that he / she committed. The verbal warning acknowledges the potential consequences for failure to correct the behavior.

Written Warning

Students who violate Academy policies will be issued a Written Warning which is to be signed by the student. The Written Warning acknowledges the consequences for failure to correct the behavior addressed in the Verbal Warning, which may be suspension and/or termination.

Suspension

Students who violate Academy policies may be immediately suspended or withdrawn from TONI&GUY Hairdressing Academy. Out-of-school suspension may last for a period of not less than one (1) day but no longer than (30) thirty days.

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. Unsatisfactory attendance preceded by verbal warning, written warning, and / or suspension.
12. Failure to maintain an 80% grade point average or better.
13. Failure to maintain a minimum 85% attendance rate.
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 pass the Mock State Board written and practical exams with an 80% or better on or before the second attempt.
19. Failure to correct behavior as outlined in terms of written warning.
20. Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)
21. 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 14 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 sixty (180) calendar

days (*Leave of Absence cannot exceed 180 days, even when combined with other approved LOA's*). 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 first day of the approved leave period, with the following consequences:

- a. If you are entitled to a refund, the Academy will pay you within 30-45 days of the date upon which the Academy learns that you are not returning from the approved LOA period.
- b. If you received any federal student grants and / or loans, the extent of any unearned grant or loan funds that either you and/or the Academy must return to the federal student aid programs and lenders will be determined using the beginning date of your LOA as the last date on which you completed scheduled class hours.
- c. If you received any federal student loans, your six month "grace" period will be deemed to begin the first day of the approved LOA period, and all the time in the "leave" period will count against the six month grace period.

IMPACT ON FINANCIAL AID

If you are receiving financial aid and you do not meet the Satisfactory Academic Progress (SAP) standards for either GPA or Attendance at the end of your warning period you will not be eligible to receive Financial Aid funds and will be terminated from the program. Also, any students missing 14 consecutive days (not on a proper LOA) will be subject to loss of financial aid, per federal government regulations. If student does not return from LOA on date specified student would be terminated as of date which he/she should have returned.

APPEAL PROCEDURES

The student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Director of the Academy. The request is to be presented within fifteen (15) days of non-satisfactory progress status determination and must describe any circumstances that the student believes deserves appeal consideration. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision.

RE-ESTABLISHMENT OF FINANCIAL AID

You may re-establish your financial aid eligibility by meeting the minimum standards of academic progress.

You must initiate the appeal process to regain eligibility under a financial aid warning status.

To request an appeal:

- A statement from you stating the reason(s) you failed the standards for academic progress and the measure taken by you to eliminate those problems. Include any goals or other issues that might affect your success while enrolled.
- Your plan for making satisfactory progress.
- Other supporting documentation to help with the appeal, i.e., letters from health providers, copies of medical bills showing dates of visits, copy of a death certificate, any other statements or documentation to support extenuating circumstances that prevented you from making satisfactory progress.
- Include your name on all submitted paperwork.
- Turn in your completed appeal packet to the Academy Director. You will receive a written decision within two (2) weeks of submission.
- If it is determined that you will be able to pass the standards for academic progress and we approve the appeal, we will develop an academic plan with you to ensure that you are able to meet overall standards for academic progress requirements.

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.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

TONI&GUY Hairdressing Academy generally requires a higher standard of attendance and GPA than our Accreditor or state. As a student of TONI&GUY Hairdressing Academy you must meet consistent and reasonable standards of satisfactory academic progress, including a grade point standard and a standard for minimum hours. This policy applies to all regular students enrolled in our diploma program. Your academic progress is evaluated at a minimum on a quarterly basis.

Standard for Grade Point Average

To maintain the standards of academic progress and to graduate from the program, you must maintain a grade point average of **80%** or higher consistently. If your grade point average falls below **80%**, you will be placed on **warning status**, until the progress report. We assess your progress on a continuous basis. You will receive minimum of four progress reports from us after you complete your first month of training. Your grade point average includes grades on written work, tests, and Mock State Board written and practical exams.

Standard for Minimum Hours Completed

You must maintain a minimum attendance rate of **80%** or better throughout the program to remain enrolled in the program. We will monitor your completed hours monthly, starting with the completion of your first month in the program. The following chart (based on a 7.5 hour day / five-day week / 22 day month average) indicates the required number of hours at each level/month of the program and the corresponding number of hours possible. If your attendance falls below **80%** at the end of the first payment period, you will be placed on **warning status**.

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

Basic Cosmetology Course 1600 Clock Hours* (Maximum Time Frame: 150% Time of Course Completion)
(47 Weeks/Approx. 11 months/ 35 hours per week)

TONI&GUY HAIRDRESSING ACADEMY offers a Basic Cosmetology program to individuals seeking licensure as hairdressers. Our program produces qualified hairdressers invested in the concept of hair fashion. The Basic 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 coloring 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 1,600 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 Expect

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	240
Wet Hairstyling.....		40
Permanent Waiving and Chemical Straightening.....	40	105
Hair Coloring and Bleaching.....	60	50
Haircutting	20	80
Laws and Regulations.....	20	0
Health and Safety Considerations.....	45	0
Disinfection and Sanitation.....	20	30
Anatomy and Physiology	15	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
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.

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 ^b	STUDENT TUITION RECOVERY FUND (STRF) ^c	KIT ^c	BOOKS ^c	TOTAL	WEEKS ^d
Cosmetology 1600 hours	\$16,000 Hourly - \$10	\$100	\$0.00	\$ 2,500	\$385	\$18,985.00	47

(The schedule of total charges and an estimated schedule of total charges for the entire educational program are the same)
TOTAL CHARGES: \$18,985.00

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 3rd of the month to make payment; and the 4th 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.

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

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 AVAILABILITY

This Academy Participates in the TITLE IV program.

- 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.

HOUSING

This academy does not have dormitory facility or provide assistance in to finding housing. For information regarding housing in Modesto, Ca, you can visit apartments.com. A number of housing apartments are available within 0.1 miles of the academy, such as, Stonebridge Apartments 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 catalog 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 catalog 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 catalog. (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.

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 s. Main St.
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 \$12,520.00 for tuition, \$100.00 for registration, and \$2,875.00 plus tax (documented cost to the institution) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro rata refund to the student would be \$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	\$16,000
Registration Fee (Non Refundable)	\$100
STRF Assessment	\$0.00
Less Un-returnable equipment/Books	\$2,885
Equals amount paid for instruction	\$18,985.00

Tuition Cost	\$16,000
Hours in the course	1,600
Hourly charge	\$10

Paid for instruction	\$16,000
Hours attended	600
Tuition owed 600 x 10	\$6,000
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 catalog.
- 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.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the institution shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

Institution Closure: If the institution closes subsequent to a student's enrollment and before instruction in the course has begun, the institution shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

TIME FRAME FOR REFUNDS

Refunds must be made within 45 days.

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

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: FFEL, 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.

STUDENT RECORDS

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. All student records are maintained for a minimum of seven years. The Academy maintains an official transcript for all formerly enrolled students. 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. 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 may have access to your file. In such an event, the Administrator will assist your parents 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.

SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday through Saturday 9:00am to 4:30pm
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 (9:00 a.m.) 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 15 minutes break between 9:30 a.m. and 2:00 p.m. Student must be cleared by instructor. Students should report to an instructor if they have not had his/her break by 2:30 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 200ft of the Schools front entrance.
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. Please remember our policy of ensuring that students complete all the required operations in the course by the time the student completes 75% of hours. It is required that students be assigned and complete a minimum number of operations at different levels of their course.
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.

STUDENT COMPLAINT / GRIEVANCE POLICY

We value your feedback about ways that we can continue to improve the education experience for you and your fellow students. We conduct monthly student evaluations in which we request your feedback about your experiences at the Academy.

If you have a complaint that you feel needs more attention, please provide a written statement to the Academy Director. Upon receipt, the complaint may be discussed with the Administrative Staff and you will receive a response within five (5) working days.

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

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

Schools accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the National Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)
4401 Ford Avenue, Suite 1300, ALEXANDRIA, VA 22302, Telephone 703.600.7600

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Academy Director.

CANCELLATION AND SETTLEMENT POLICY

We will provide a full refund of money you have paid toward tuition, fees, and other charges if you:

1. Notice of Student Rights

- You may cancel your contract for school, without any penalty or obligation on or before the latter of (i) the fifth business day following your first class session and (ii) the seventh day after you sign the enrollment agreement as described in the Notice of Cancellation form that will be given to you on the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- 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.
- 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.
- 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.

2. If we cancel a start date, you can opt to move any monies paid into an alternate start date. The delay could last up to ninety (90) days. We may need to cancel a start date due to the size of the student body, repairs to the facility, or other operational issues.
3. If the Academy terminates you for failure to complete all required coursework in the program within 150% of the stated length of the program or because of failure to comply with the requirements, rules, and regulations outlined in the catalogue, your enrollment will be terminated. The extent of any refund due to you will be determined according to our Tuition Refund Policy.

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:

Owner – Sam Rasho

Qualifications: Extensive Cosmetology School Management Experience

Academy Director – Ninos Rasho

Qualifications: Extensive Cosmetology School Management Experience

Admissions- Jessica Garibay

Qualifications: Extensive Cosmetology School Admissions Experience

Financial Aid Officer – Maria Gomez

Qualifications: Extensive Cosmetology School Financial Aid Management Experience

Director of Education – Veronnica Dellis

Qualifications: Extensive Cosmetology School Education Experience and Licensed Cosmetologist

Educator – Cheryl Weeks

Qualifications: Licensed Cosmetologist

Educator – Deanna Agular

Qualifications: Licensed Cosmetologist

Educator– Alex Whitehead

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.)

2011 Reported Information

ADDENDUM TO THE CATALOGUE

NO ADDENDUM LIST BELOW FOR 2015