

FREMONT BEAUTY COLLEGE

A Skin Adore® Academy

Where Quality Counts!

4164 Technology Drive
Fremont, CA 94538
(510) 797-7318

www.FremontBeautyCollege.com



SCHOOL CATALOG

January 1, 2017 to December 31, 2017

Some of the content in this catalog may change

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MESSAGE FROM THE PRESIDENT/CEO

Welcome to Fremont Beauty College!

As a student of our College you will receive a high quality education and skills through our experienced instructors. The rewards are only limited by your desire and motivation to succeed. We love what we do and enjoy supporting our students in the careers that are rewarding and in high demand. It is an honor that you have considered us as a way to reach your goals, and we look forward to serving you in your journey to success.

Wishing you all the best!

Mohan Sharma
President/CEO

MESSAGE FROM SR. VICE PRESIDENT

As a formal graduate of Fremont Beauty College and as a successful owner of Skin Adore® Salon, I would like to welcome you and encourage you to be a part of this school. Thousands of students have graduated since 1966 and have begun their successful career in the beauty industry. Our institution takes great pride in the highest level of education and low student to instructor ratio. This is a great place to succeed in this amazing industry.

Good luck!

Sunita Sharma
Sr. Vice President

MESSAGE FROM THE DIRECTOR

You have opened the door to an artistic and financially rewarding career by choosing a career in the field of Cosmetology, Esthetician, or Manicure. Though hard work and dedication is required to launch into these new areas, but in a few short months you will be ready to embark on a new career. As educators, our major objective is to provide programs to help fulfill personal ambitions and abilities of those seeking professionalism.

Let me be the first to congratulate you and wish you the very best!

Devona Delahay
Director

PROSPECTIVE STUDENT

As a prospective student you are encouraged to review this catalog in its entirety 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.

APPROVAL DISCLOSURE STATEMENT

Fremont Beauty College, 4164 Technology Drive, Fremont CA 94538, is a private institution and was granted approval from the Bureau for Private Postsecondary Education pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8 (Also known as the California Private Postsecondary Education Act 2009) and Title 5, Division 7.5 of the California Code of regulations. The bureau’s approval means that the institution(s) and its operation(s) comply with the standards established under the law for occupational instruction by Private Postsecondary Education. Institutional approval must be re-approved every three years and is subject to continued review.

The institution, Fremont Beauty College, does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq)

The bureau has approved the following courses:

- Cosmetology.....1600 hours
- Esthetician.....600 hours
- Manicuring.....400 hours

STUDENT TUITION RECOVERY STATEMENT

California law requires that upon enrollment, a fee be assessed and collected from the STUDENT in relation to the cost of tuition education code section 94909. The STRF Assessment fee is \$0 per one thousand dollars of Total institutional charges. A special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of the closure of the institution to breach or anticipatory breach of the agreement for the course of instruction or a decline in the quality or value of the course of instruction within a 30 day period before the institutions closure. The fund protects only California students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any 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 show the percentage of the course which has been completed. Such information may substantiate a claim for reimbursement from the STSRF, or if no notice of rights are served to the student within four years of institutions closure.

For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 CAPITOL OAKS DRIVE, SUITE 400

SACRAMENTO, CA 95833

(888) 370-7589 www.bppe.ca.gov

Approval documentation may be reviewed upon request in the administration office at the school location. The California Board of Barbering and Cosmetology requires a minimum of 1600 hours to be licensed as a Cosmetologist, a minimum of 600 hours to be licensed as an Esthetician and a minimum of 400 hours to be licensed as a Manicurist.

Persons seeking to resolve problems or complaints should first contact the person in charge. Request for further action may be made to Sunita Sharma, Sr. Vice President, who is also in charge of Student Relations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution or unresolved complaints may be directed to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION,
2535 CAPITOL OAKS DRIVE, SUITE 400, SACRAMENTO, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

Telephone #: (888) 370-7589 or (916) 431-6959 or by Fax #: (916) 263-1897

Information listed in the contents of this school catalog is current, correct and is certified as true by Man Mohan Sharma, President/CEO.

MISSION STATEMENT/OBJECTIVES

Fremont Beauty College is dedicated to providing quality education to a diverse student population, and to promote excellence through effective personalized education, strategic business training and hands on learning approach. The professional and personal development, business skills and fiscal responsibility of our graduates will ensure that they will be successful in their field of study in this industry.

As educators, our main focus is not only to provide quality education but also to help fulfill personal ambitions and abilities of those seeking professionalism. Graduates of our school gain the prestige of being associated with an educational institution that is well known and respected in the community.

Following objectives at Fremont Beauty College help our students excel in their career:

- Create a positive learning environment by encouraging positive attitude and habits.
- Build a strong foundation in our graduates with good education and hands on training.
- Prepare students to pass the California State Board examination to attain their license.
- Prepare graduates for employment and advancement.
- Instill professional business practices in students for successful Salon operations.
- Assist graduates in seeking employment.
- Advanced training in career development, interview, resume skills and building clientele.
- Provide technical and trend knowledge through leading educators in the industry.

GENERAL SCHOOL HISTORY INFORMATION

Fremont Beauty College has been graduating professionals for the last 50 years. The Academy was acquired by Skin Adore, LLC in 2015. The Academy has relocated to a very desirable area, and has gone through extensive remodeling and expansion with all new modern and stylish equipment, furniture and fixtures. The college operates 5 days a week, offering courses in Cosmetology, Esthetics, Manicuring and Makeup.

Fremont Beauty College is convenient to public transportation and has free parking facilities.

Fremont Beauty College has always encouraged faculty members to accomplish extra-curricular activities during the year. Some activities are: participation in local and state competitions and seminars designed to update teaching techniques and advanced classes relating to Cosmetology, Esthetician, Manicuring and Make Up.

CATALOG

Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies that are required to be included in the catalog by statute or regulation and are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Fremont Beauty College reserves the right to make changes to any provisions of this catalog, including the amount of tuition and fees, the content of programs and courses, policies and procedures, facilities, faculty and staff, calendar and other provisions deemed necessary.

FACILITIES

Fremont Beauty College is a private institution, a modern design, which is spacious, well lit, airy multi-windowed facility of over 9,000 square foot. The areas are specifically designed for offices, cosmetology area, esthetics area, manicure area, makeup and salon area. The facility houses large clinic area, dispensary, wet room, break room and classrooms. The theory Class rooms are equipped with modern audio-visual aids. This facility is designed for learning in a clinical, scientific atmosphere. The worktables are specifically designed for students to perform lab work efficiently. The interior of the school is modern with new styling stations and equipment. Student locker, break area and centrally located restrooms are strategically located for convenience. Special areas are available for performing manicures and pedicures. Faculty and students use reference materials and publications on computers equipped with internet at resource center.

- Public transportation is nearby, and there is plenty of free parking in the parking lot.
- Fremont Beauty College complies with the facility occupancy requirements.
- Fremont Beauty College classes are open for enrollment on a monthly basis.
- All classes are held at this facility.

NUMBER OF STUDENTS AT ANY ONE TIME: 150

Prospective enrollees are required to visit the facility of the academy to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an enrollment contract.

California State requires that a student who successfully completes a course of study may be awarded an appropriate diploma verifying completion.

HOLIDAYS OBSERVED

Fremont Beauty College observes the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. A special holiday may be declared for emergency or special reasons. Holidays of all religious beliefs are respected, but missing any other time other than the scheduled Holiday closure will result in loss of hours.

HOURS OF OPERATION

Full Time Cosmetology:

Monday- Friday (first 9 week)	8:30 am to 4:30 pm
Tuesday- Saturday (10 weeks to graduation)	8:30 am to 4:30 pm

Full Time Esthetics and Manicure:

Monday- Friday (first 9 week)	8:30 am to 4:30 pm
Tuesday- Saturday (10 weeks to graduation)	8:30 am to 4:30 pm

Part-time classes for Cosmetology and Esthetics

Tuesday, Wednesday and Thursday	5:30 pm to 10 pm
Saturday	8:30 am to 4:30 pm

ADMISSION REQUIREMENTS

Students are admitted as regular students under the following criteria:

- Applicants must be at least 17 years old
- Applicants under 18 must have a parent(s) or legal guardian who understands the student rights and responsibilities and signs the student enrollment agreement/contract
- Applicants must have a high school diploma or GED and have transcripts or proof of such, or otherwise successfully take and pass the relevant examination as required by section 94904 of the ED. Code
- Valid form of Identification (Driver's License, State Issued ID or Passport)
- Social Security Card or Tax Identification Number
- Non-Refundable application fee and deposit to enroll

- Application for Admission filled out
- HOUSING AND OUT OF COUNTRY VISA SERVICE NOT ACCEPTED

ENGLISH AS A SECOND LANGUAGE (ESL)

Fremont Beauty College does not offer English as a second language instruction. If your understanding of the English language would cause you difficulty, we suggest that you attend English language classes in a high school or community college before considering enrollment in one of the courses we offer. We can however get textbooks in Spanish and Vietnamese. You may take your state board exams in that language. For all other languages you may take an interpreter to the board with you. If you would like more information on the subject matter, please speak to our admissions office.

FACULTY

Our faculty is a skilled team of experienced managers and instructors with the knowledge of contemporary and classic techniques. Our support staff is ready to help students throughout their entire educational experience.

Davona Delahay

Director/General Manager

Qualifications: Over 5 Years of experience as a Director of Cosmetology School. Her expertise covers operations, retail/vendor contacts, hiring and onboarding new staff, laws and regulations, scheduling curriculum, mapping out daily breakdowns of class schedules. Her leadership role, communication and time management skills, prioritizing projects and employee retention skills are an asset to the Academy.

Janice Carniola

Admissions

Qualifications: More than 25 years of experience in the beauty industry. She is accustomed to being in positions of responsibility and outstanding leadership skills. She has been an owner and manicurist of a Nail Spa. She tours prospective students and provides general information about the school. She sets appointments with prospective students for registration and enrollment.

Shawnte Fernandez

CAO / Instructor

Qualifications: Licensed cosmetologist, and over 15 years of experience in the Beauty Industry. She is a professional, has great communication skills, bilingual, and a great leader. She has a vast experience as a lead stylist, in marketing, managing and as an instructor. She advises, coaches, and mentors the education staff. She is knowledgeable in all areas of the school curriculum. She evaluates existing curriculum to keep current and consistent. She ensures that educators are coherent in all technical information, to create standards and goals.

Tina Charlton

Instructor

Qualifications: Licensed cosmetologist who educates students on all the rules and regulations of State Board of Barbering and Cosmetology. She has vast experience in testing, planning assignments. She helps students to formulate color, basic cutting techniques, perming, hi-lighting, make up, skin care, manicure and pedicure.

Noelle L. Preston

Instructor

Qualifications: She is a highly skilled and results driven Cosmetology Educator and Master Stylists with an impressive career demonstrating visionary leadership, expertise, and outstanding performance.

Yolanda Toyofuko

Instructor

Qualifications: Licensed cosmetologist for over 20 years as a hairstylist and salon manager. She holds a certification of authorization for service as an instructor.

Amy Jo Rodgess

Sr. Esthetics Instructor

Qualifications: She is a team oriented Esthetics Licensed Professional who graduated from Fremont Beauty College in 2009. She was awarded as a top retail sales person for Skincare products. She is exceptionally organized and highly regarded as a talented esthetician and an educator. She mentors and supervises students individually to achieve understanding of skin histology and product knowledge to achieve effective treatments on clients and case study

subjects. She also mentors and tracks students goals to achieve individual success.

Lavern Chapman

Instructor

Qualifications: Entered the cosmetology field in 1965. She has managed and has been an owner of salon business. She has been a licensed instructor since 1978, holds a certification of authorization for service as an instructor, and holds California Vocational Teaching Credential.

Sunita Sharma

Instructor Esthetics

Qualifications: She is a licensed Esthetician since 1999. She has managed and has been an owner operator of a very successful salon business. She is highly skilled in developing and maintaining clientele relationship and loyalty. She mentors, supervises and tracks students individually to achieve success. She is highly regarded as a talented esthetician.

"NOTICE CONCERNING TRANSFERABILITY OF HOURS EARNED AT OUR INSTITUTION"

"The transferability of hours you earn at Fremont Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in cosmetology, manicuring or esthetician is also at the complete discretion of the institution to which you may seek to transfer. If the hours 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 Fremont Beauty College to determine if your hours will transfer."

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

TRANSFER OR RE-ENTRY STUDENTS

Transfer or re-enrolled students will be evaluated on an individual basis, credit will be granted for prior training based upon review of an official transcript. A re-enrollment fee may be charged. Students who transfer from another school system will be treated as a new student and shall make satisfactory academic process.

DROP OUT POLICY

You may cancel your enrollment contract and receive a refund for the part of the course hours not taken. If you cancel, any payment you have made will be returned to you within 45 days following the schools receipt of your cancellation notice. The postmark on the written notification will determine the cancellation date or the date information is delivered to the school administrator or owner in person. This policy applies regardless of whether or not the student has actually started school.

ATTENDANCE POLICY

All classes meet on a regular schedule. Students are expected to be on time and remain for the entire class session. Students must maintain at a minimum of 80 percent attendance of scheduled hours in accordance with their enrollment agreement. Students will be considered for a “leave of absence” for personal or medical reasons, not to exceed 30 calendar days.

Court appearance or jury duty will be considered as an excused absence. Illness, although not excused, will be taken into consideration. Continued or ongoing illness indicates a health condition, which may not be compatible with this course study or occupation.

Student must call 30 minutes prior to the start of class when they will be absent or tardy for that day and must speak to an instructor.

The Fremont Beauty College telephone number is (510) 797-7318.

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 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.

PROBATION POLICY

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.

LEAVE OF ABSENCE

Over the course of enrollment it may be necessary to take a leave of absence for personal or medical reasons. Students should confer with the administrative office to determine if they are eligible for a leave and what impact it will have on their program. Student must make such request in writing. The student's administrative office will assist the student in requesting a leave of absence and determining what supporting documentation, if any, is required to approve the leave. If the leave of absence is for medical reasons, a written leave of absence form must be completed by the student and accompanied with a doctor's certification that specifies the physical illness and anticipated time of absence required. The completed forms will be placed in the student's file to ensure that the Student returns on the scheduled day. The maximum time frame for a leave of absence is no more than 30 calendar days.

STUDENT SERVICES

Administrative/ Admissions/ Student Services office hours:

Admissions information is available at the school location Tuesday through Saturday from 10 am to 7 pm. An appointment with the appropriate office is necessary.

EMPLOYMENT ASSISTANCE/PLACEMENT SERVICES

Job placement assistance is provided to graduates and students at no additional charge. School maintains a current list of employers with job openings. Potential employers are encouraged to visit the academy, and students are encouraged to begin off-campus interviews during their final eight weeks of training. Though school trains each student to be marketable, helps prepare for interview, resume, and organizes a job search, "The school gives no guarantee of employment, nor does the school use placement data as an incentive to entice prospective students to enroll".

COUNSELING

All students are counseled individually, according to the satisfactory progress policy to review the student's progress. Students may request additional counseling sessions at any time.

STUDENT ACTIVITIES

At Fremont Beauty College you will have the opportunity to participate in a variety of events and career related activities that are educational, inspirational and progressive. This may become a part of Fremont Beauty College's marketing portfolio.

LIBRARY/RESOURCES

Academic material required for each course is covered during regular theory hours. We also maintain library resources, desktop computers, internet services to enhance your education. Classrooms are equipped with TV/DVD media carts, and course management material used for instructions.

ACCESS FOR HANDICAPPED STUDENTS

Fremont Beauty College is not equipped to assist handicapped wheelchair students, though Fremont Beauty College meets all the ADA requirements.

STATEMENT OF NON-DISCRIMINATION

Fremont Beauty College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, to area of origin or residence in its admission, instruction or graduation policies.

DISCLOSURE / RETENTION OF EDUCATIONAL RECORDS

All students, parents of minor students, and parents of tax dependent students, have the right to inspect, review and challenge information contained in their educational records.

Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before educational records may be disclosed to the third parties with the exception of accrediting financial records of their parents. A school official must be in the office at all times during the examination of the student's files. Student records are retained for five years from the date the student graduates, withdrawals or otherwise ceases to be enrolled.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Fremont Beauty College. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Copy of students' evaluations is made available at the administrative office. This institution expects its students to maintain academic progress, (SAP). You will be evaluated on three (3) criteria.

1. Attendance must average at least 80 percent of your scheduled hours of attendance.
2. Theory examination test grades and or completed work projects.
3. Progress regarding your ability to perform required operations such as practical skills in a proficient manner must average at least 80 percent.

At the minimum you will be evaluated two or three times during your course in accordance with your course requirements. In order to maintain SAP as established by this institution, a student must comply with the following:

1. Maintain a cumulative academic average of "B" (80 percent) or better on all exams, work projects, operations and other required course work, such as outlines or assigned or assigned independent study.
2. Maintain a 80 percent average of scheduled hours of attendance.
3. Complete the course within one and ½ times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within forty weeks, he or she must complete sixty weeks. Keep in mind that the school has the right to charge any hourly tuition fee beyond the contractual graduation date if you have not completed your course hours on time and no provisions were made to change your contractual graduation date. It is your responsibility to complete your course as contracted. If you feel that you will need more time to complete your course, contact the school admissions office. An extension date will be considered with proper documentation.

Evaluation periods: Student compliance with the satisfactory academic progress is divided into evaluation periods and he/she is assessed at each of the time.

EVALUATION PERIODS

Students will be evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1250, 1600 (scheduled) hours

Esthetician 200, 400, 600 (scheduled) hours

Manicuring 133, 266, 400 (scheduled) hours

Additional evaluations and additional counseling may be held as warranted. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

APPEAL PROCEDURES

Students who wish to appeal of the decision that they are not making satisfactory academic progress must submit a written request to the institutions administrator. The written request should be received within five days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame, 5 to 10 days, and notify the student in writing of the administrator's decision. Should the student appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision with a reasonable time frame 5 to 10 days. The decision of the committee shall be final.

COURSE INCOMPLETIONS

Course incompletes, repetitions and non-credit remedial courses are not applicable to this institutions form of instruction.

NOTICE OF STUDENT RIGHTS AND RESPONSIBILITIES

You have the right to ask questions, and you also have the responsibility to understand the school catalog in its entirety including but not limited to licensing organizations, instructional programs, laboratory, facilities, cost of school, other expenses, refund policy, job placement success. If you do not understand, please ask.

1. You have the right to stop school at any time and you have the right to receive a refund for the part of the course hours not taken if tuition was paid in full. Please refer to your contract for details on tuition.

2. 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 telephone number printed below for information.
3. If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400
 Sacramento, CA 95833 (916) 431-6959

GRADING SYSTEM

The incompletes, repetitions and non-credit remedial courses are not applicable to this institutions form of instruction.

GRADING SCALE

Theory Subjects

90 - 100%= A Excellent

80 - 89%= B Above Average

70 - 79%= C Average

60 - 69%= D Unsatisfactory

TUITION AND FEE SCHEDULE

<u>COURSE</u>	<u>TUITION</u>	<u>KIT/Books*</u> <u>Uniform*</u>	<u>REG. FEE**</u>	<u>STRF</u>	<u>TOTAL</u>
Cosmetology	\$12,500	\$ 1,800.00	\$100	\$0	\$14,400.00
Esthetician	\$6,200	\$ 900.00	\$100	\$0	\$7,200.00
Manicuring	\$3,200	\$ 550.00	\$100	\$0	\$3,850.00

*plus sales tax

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Above Fees do not include State Board Fees.

*Once used, kits, books and uniform are not returnable or refundable due to unsanitary considerations. Students are required to laundry their own uniform.

** Non-refundable fee if student withdraws from class.

EXTRA HOURLY INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the enrollment agreement. If the student exceeds the timeframe of the contract, an extra hourly instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the contract will reflect the hours to be completed. The rates per hour will be as follows:

Cosmetology.....	\$20.00 per hour
Esthetician.....	\$20.00 per hour
Manicurist.....	\$20.00 per hour

Fremont Beauty College reserves the right to change the tuition and fees, and make changes without prior notice when necessary. Any changes made will not affect currently enrolled students.

LOAN PROGRAM

Fremont Beauty College does not participate in federal and state financial aid programs at this time, but intends to participate in financial aid in the future. 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.

COURSE OF STUDY

Cosmetology Course (1600 hours)

The curriculum for students enrolled in the cosmetology course shall consist of 1600 clock hours of technical instruction and practical operations covering all practices of a cosmetologist pursuant to required criteria of the Barbering and Cosmetology Act.

Esthetician Course (600 hours)

The curriculum for students enrolled in the esthetician course shall consist of 600 clock hours of technical instruction and practical operations covering all practices of an esthetician pursuant to required criteria of the Barbering and Cosmetology Act.

Manicurist Course (400 hours)

The curriculum for students enrolled in the manicurist course shall consist of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to required criteria of the Barbering and Cosmetology Act.

Educational performance and vocational goals

All courses of study offered are designed to prepare students for the state board licensing examination.

This examination determines the individual's basic skills for entry-level positions in the beauty industry.

The training provided will prepare a graduate with the knowledge and skill needed to pass the state board examination and if desired, pursue a vocation at an entry level, as a licensed operator, specialty artist salon manager, supply representative or products demonstrator. Technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination.

MINIMUM COURSE REQUIREMENTS

The following course descriptions contain the minimum technical and practical requirements as prescribed by the State Board of Barbering and Cosmetology of California.

Technical instruction shall mean instruction by demonstration, lecture, classroom participation and examination. Practical operations shall mean the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include the following for each course offered:

COSMETOLOGY COURSE CURRICULUM (1600 hours):

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

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

COSMETOLOGY	Min. Theory hours instructions	Min. practical operations
1.The Barbering and Cosmetology Act and the Board’s Rules and Regulations	20	
2. Health and Safety Considerations (Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Elementary chemical make-up, chemical skin peels and physical, and chemical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection form hazardous chemicals and preventing chemical injuries, ergonomics, Theory of electricity in cosmetology, bacteriology, communicable diseases, HIV/AIDS, Hepatitis B and staph and Material Safety Data Sheets.)	45	
3. Bacteriology, anatomy, physiology (shall include Human Anatomy, Human Physiology)	15	
4. Cosmetology Chemistry and Electricity (Shall include the nature of electrical current, Principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	25	
5. Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	120
6. Hair Cutting (Shall include the following techniques and procedures: Use of scissors, Razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
7. Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-out.)	65	240
8. Permanent Waving (Shall include hair analysis, acid and alkaline permanent waving chemical straightening including the use of sodium hydroxide and other base solutions.)	40	105
9. Hair coloring and Bleaching (Shall include the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and the use of dye removers.	60	50
10. Manual, electrical, and chemical Facials: Manual facial include shall include cleansing, scientific manipulations, packs, and masks. Electrical facials the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing and electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40

11. Eyebrow Beautification and make-up (Shall include the following issues: Eyebrow Arching and Hair removal including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.) The subject of Make-up shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.	25	30
12. Manicuring and Pedicuring (Shall include nail analysis and hand/foot and arm/ankle massage)	10	25
13. Artificial Nails and wraps (Shall include acrylic: liquid and powder brush-on, artificial nail tips, nail wraps and repairs)	25	120 Nails
14. Additional Training (May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student records, modeling, desk and reception, and care and styling of wigs, payroll deductions, how to seek and obtain employment, preparations of employment applications, and salon management.)		

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skill, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair-colorist, salon owner, product demonstrator, and styling publicist.

Objectives: Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skill, trends, and methods for career development in cosmetology and related fields.

Reference: A comprehensive library of references, books, and audio/video DVDs are available to support the course of study and supplement the students training. Students should avail themselves of the opportunity to use these extensive materials.

Teaching Methods: The clock-hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry-level skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are incorporated throughout the course of study.

Grading Procedures: Academic learning is evaluated after each lesson of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to state board procedures as set forth in the criteria. Students must maintain a written grade average of 70 percent and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests. Numerical grades are considered according to the following scale:

90 – 100% = A Excellent

70-79% = C Average

80 - 89% = B Above Average

60-69% = D Unsatisfactory

ESTHETICIAN COURSE CURRICULUM (600 hours)

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

ESTHETICS	Min. Theory hours instructions	Min. practical operations
1.The Barbering and Cosmetology Act and the Board’s Rules and regulations	10	
2. Chemistry pertaining to the practices of an esthetician. (Shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, Protect from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) Chemical composition and purpose of cosmetic and skin care preparation. Element chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	40	
3. Bacteriology, anatomy, physiology, skin analysis and conditions. 15 (Shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	
4. Disinfection and sanitation ((Shall include, but is not limited to, the following techniques and procedures: 10 40 Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	40
5.Facials (Manual, Electrical, Chemicals) (Shall include, but is not limited to, the following techniques and procedures: Manual Facial including cleansing, scientific manipulations, packs, and masks. Electrical Facial include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes: however, machines capable of producing an electrical current shall not be used to stimulate so as to contact, or for the purposed of contact, or for the purpose of contacting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be performed in accordance with Section 992 regarding skin peeling.)	70	140
6. Eyebrow Beautification (Shall include, but is not limited to, the following issues: Eyebrow and hair removal techniques, hair analysis, wax, tweezing, manual or electrical depilatories.)	25	50
7. Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20	40

<p>8. Additional Training (May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student daily records, modeling, desk, reception, payroll deductions, how to seek and obtain employment, preparations of employment applications and salon management.)</p>		
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(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the state board exam and for competency in job entry-level positions as an esthetician or related career avenue.

Objectives: Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for the value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup and unwanted hair removal.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

Reference: A comprehensive library of references, books, and audio/video DVDs are available to support the course of study and supplement the students training. Students should avail themselves of the opportunity to use these extensive materials.

Teaching Methods: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation.

Grading Procedures: Academic learning is evaluated after each lesson of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to state board procedures as set forth in the criteria. Students must maintain a written grade average of 70 percent and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests.

Numerical grades are considered according to the following scale:

90 – 100% = A Excellent

70-79% = C Average

80 - 89% = B Above Average

60-69% = D Unsatisfactory

MANICURING COURSE CURRICULUM (400 hours)

a) The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

MANICURE	MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	
2. Cosmetology Chemistry related to manicuring practices. (Shall purpose of nail care preparations.)	10	
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B)	15	
4. Disinfections and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	
5. Bacteriology, anatomy and physiology.	10	10
6. Water and Oil manicures, including hand and arm massage.	15	40
7. Complete Pedicure, including foot and ankle massage.	10	20
8. Application of Artificial Nails Nail Wraps and repairs - Nail Wraps and repairs - Nail Tips - Liquid and powder brush-ons	5 10 15	40 Nails 60 Nails 80 Nails
9. Additional Training (May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student daily records, modeling, desk, reception, payroll deductions, how to seek and obtain employment, preparations of employment applications and salon management.)		

(c) 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.

The primary purpose of the Manicure Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in manicuring or a related career field.

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic manipulative skills in the areas of manicures, pedicures, and nail tips and nail enhancements.
5. Perform the basic analytical skills to determine proper nail services and nail shaping's for the client's overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

Reference: A comprehensive library of references, books, and audio/video DVDs are available to support the course of study and supplement the students training. Students should avail themselves of the opportunity to use these extensive materials.

Teaching Methods: The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

Grading Procedures: Academic learning is evaluated after each lesson of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to state board procedures as set forth in the criteria. Students must maintain a written grade average of 70 percent and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests. Numerical grades are considered according to the following:

90 – 100% = A (Excellent)

70 – 79% = C (Average)

80 – 89% = B (Above Average)

60 – 69% = D (Unsatisfactory)

COURSE GRADUATION REQUIREMENTS

All students enrolled in either the Cosmetology, Esthetician or Manicuring courses must complete the required theory hours, practical operations and pass the final written exam as outlined in the school curriculum with a grade point average (GPA) of 70% “C” or better, in order to graduate and qualify for a course diploma.

Students are assisted in the preparation of the necessary documents required in order to file for their state board examination with the Barbering and Cosmetology.

LICENSING REQUIREMENTS

Once a student has completed their prescribed course as outlined in “COURSE GRADUATION REQUIREMENTS”, a license to operate in the State of California shall be issued to an applicant by the State Board of Barbering and Cosmetology, provided they have passed the practical and written exam with a minimum-passing rate of 70% in each area tested. A minimum passing score must be 300 or more points out of a maximum 400 passing points. If an applicant passes the practical portion and fails the written portion or passes the written portion and fails the practical portion, the applicant may reapply for re-examination of the portion failed. If both portions of the exam were not passed, an applicant may re-apply for the entire exam.

CANCELLATION/REFUND POLICY

Buyer’s right to cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, minus the value of any kit equipment you have used. Refund due will be returned to you within 45 days following the schools receipt of your cancellation notice.

To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice or other written notice to:

Fremont Beauty College, 4164 Technology Drive, Fremont, CA 94538

Remember, you MUST cancel in writing. You do not have the right to cancel by just telephoning the school or by not attending classes. If you choose to cancel your contract and withdrawal from the school at any time after the end of the fifth business day, you may be entitled to a partial refund of unearned tuition fees collected. The amount of the refund shall be pro-rated according to the uncompleted portion of the course less the cost to the school of any un-return equipment.

A refund shall be calculated in the following manner and shall be made within 45 days after the date the school receives the student’s written notice of cancellation. In the event the school is permanently closed and no longer offers instructions after a student has enrolled, the student

will be entitled to a pro-rated refund of tuition as outlined in this refund policy and enrollment agreement.

If a course is canceled subsequent to the student enrollment, the school shall at its option, provide a full refund of all moneys paid or provide completion of the course. If an applicant is not accepted for enrollment by the school after moneys have been collected, all moneys paid will be refunded immediately.

Enrollment time is defined as scheduled hours of attendance, or that portion of the course scheduled to be completed between the actual starting date and the date of the students last date of physical attendance in the school.

The following is the hypothetical refund sample used to calculate a refund with 700 attended hours at \$7.81 per hr. of 1600-hour cosmetology course:

Course Hours 1,600		Attended Hours 700	Amount Owed	Refund Amount
Registration*	\$100*			
Kit, Books, Uniform*	\$1,500**			
Tuition Cost	\$12,500			\$12,500
Tuition Rate	\$7.81/hr	700 hrs x \$7.81	\$5,467.00	(\$5,467)
Total Paid	\$14,100			\$7,033

*Not refundable **Plus Tax

If amount paid is less than the amount owed, then the student will have to pay the difference owed to Fremont Beauty College.

(Opened and used Kits, books and uniform are non-refundable.)

FORMAL TERMINATION

Formal termination of a student’s enrollment will occur or when one of the following takes place:

- A student provides the school a notification in writing of his or her intention to withdrawal.
- The school dismisses a student for a violation covered in the rules and regulations of the school.

SCHOOL RULES, REGULATIONS AND DISCIPLINARY ACTIONS

Immediate termination, disciplinary action, warning and or probation would be enforced due to not following the school rules and guidelines below.

1. Clocking in or out another student or having another student clock in or out for you.
2. Altering or forging time cards.
3. Possession and use of or being under the influence of drugs or alcohol in school.
4. Causing extreme or willful disruption of school activities.
5. Use of ethnic, racial or sexual slurs, or abusive language toward any client, staff member or fellow students.
6. Committing an obscene act or engaging in vulgarity or profanity.
9. Caused, attempted to cause, or threatened to cause physical injury to another person.
10. Possessed an imitation firearm, knife, dangerous objects and or terrorist threats.
11. Stolen or has attempted to steal school or private property.
12. Caused or attempted to cause damage to school or private property.
13. Committed or attempted to commit a sexual assault or committed a sexual battery.
14. Harass, threaten, act of hate violence, and or intimidate the school personal or student.
15. Aided or attempted infliction of physical injury to another person.
16. Committed sexual harassment.
17. Any other misconduct the school recognizes as deserving of immediate termination.

At the option of the school, following activities may also result in Termination, Suspension and or Probation:

1. Leaving school, class or clinic without permission of instructor and notifying the front desk.
2. Failure to have proper equipment when needed.
3. Gossiping or causing discord in school.
4. Smoking outside of designated areas.
5. Receiving personal services without instructor's permission.
6. Refusing to perform an assignment, patron or otherwise.
7. Modifying customer services without consulting instructor.
8. Failure to make Satisfactory Progress.
9. Use of foul language on the clinic floor or in classrooms.
10. Improper or dirty uniform or unsatisfactory personal cleanliness (See Dress Code for proper uniform)
11. Shouting, disrupting or talking out of turn in theory class.
12. Not attending theory or State Board class.
13. Not signing out for, or returning late from, break or lunch.
14. Unexcused absence on Monday or Friday (night students) or Saturday (day students).
Criteria for excused: a 2-week prior written notice on file with Administration or provide a doctor's note the following Tuesday.
15. Failure to observe sanitary rules and regulations
16. Use of foul language on the clinic floor or in classrooms
17. Eating or drinking in building (except the lunchroom)
18. Entering offices without permission
19. Failure to clean up work area or perform assigned clean up duties
20. Failing to clock in or out properly
21. Showing discourtesy to anyone in school

Other student violations not mentioned here may require action of the school. These guidelines may be revised at any time.

SANITATION AND PERSONAL SERVICES

1. Clean the stations including floors after each service.

DRESS CODE

Professional image of all students is necessary and a requirement for our school. Those who will fail to comply will be asked to leave and return with appropriate dress code.

Tennis shoes, jeans, sweatpants, sweatshirts, short skirts that fall above fingertips, are not an acceptable dress code.

1. Phase one students must wear all black.
2. Phase two students must wear black and white combination.
3. Shoes should be black and look professional.
4. Hair must be clean and styled.
5. Appropriate trend cosmetics must be applied.

GRIEVANCES/COMPLAINT PROCEDURE

Fremont Beauty College wants to assure your success in your chosen field. If a problem should arise during your training we want to accomplish a fair and satisfying solution. The following is the procedure, which must be followed to attain such an outcome.

Write the complaint in a letterform and include the following information:

- (1) The nature of the problem
- (2) The date of occurrence
- (3) The names of the individuals involved
- (4) The facts of the information that you personally have, NOT RUMORS
- (5) Your signature, your student number, and the date of the written complaint

Send or deliver the letter to:

Man Mohan Sharma

Fremont Beauty College, 4164 Technology Drive, Fremont CA 94538

There will be a response in person or by letter within one week's time. The manager of Fremont Beauty College will make every effort to resolve the problem to everyone's satisfaction. Please retain a copy for your records.

If you have followed this complaint procedure as outlined above and still feel the problem has not been resolved to everyone's satisfaction, you may direct your complaint to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (888) 370-7589 Fax: (916) 263-1897
www.bppe.ca.gov

Your letter should contain the following:

- A copy of your original letter stating your complaint
- Proof that Fremont Beauty College complaint procedures were followed before the Bureau contact
- Your signature and date

Fremont Beauty College will do its best to solve any problems you may have, but do remember that almost all situations require compromise on both parties/sides to reach a solution.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (888) 370-7589 Fax: (916) 263-1897
www.bppe.ca.gov

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