

# FREMONT BEAUTY COLLEGE

A Skin Adore® Academy

Where Quality Counts!  
Since 1966

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

EMAIL: [info@fremontbeautycollege.com](mailto:info@fremontbeautycollege.com)  
WEBSITE: [www.FremontBeautyCollege.com](http://www.FremontBeautyCollege.com)



## **SCHOOL CATALOG**

**January 1, 2017 to December 31, 2017**

This is to certify that the content  
of this catalog is current, correct  
and is certified as true.

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**PROSPECTIVE STUDENT**

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.

**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.

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

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

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95834

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

Phone (916) 431-6959. Toll-free (888) 370-7589 or by Fax (916) 263-1897

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

## **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 known and respected.

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.

## **SCHOOL HISTORY**

Fremont Beauty College has been in operation since 1966, and has been providing quality education and training in Cosmetology, Esthetician and Manicuring to many full time students and working people from the surrounding East and South Bay communities who wish to attend evening classes.

The college operates 5 days a week, offering courses in Cosmetology, Esthetics and Manicuring.

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

Fremont Beauty College encourages staff members to accomplish extra-curricular activities. Some activities are: participation in local and state competitions designed to update teaching techniques and advanced classes relating to Cosmetology, Esthetician and Manicuring.

## **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 required to be included in the catalog by statute or regulation 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 and salon area. The facility houses large clinic area, dispensary, wet room, break room and classrooms. The theory classrooms are equipped with modern audio-visual aids. This facility is designed for learning in a clinical, scientific atmosphere. The stainless steel 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 lockers, lounge area, centrally located restrooms, water fountain and library section are provided within the facility. Faculty and students use reference materials and publications on computers equipped with internet.

### **Library and other Learning Resources:**

Supplementary instructional resources are available to the students through online learning modules that are accessible either from their personal computers or through the computers that are available for students at the Resource Center designated in the Facility. Additionally a comprehensive library of references, hard copy books, CD/DVD, and other instructional materials are also available in the Resource Center. Resources are available to students at any time during school hours. The books, reference material, CD/DVDs are only intended for on-site usage due to limited supplies. Students are encouraged to use these extensive materials.

- 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 will be opened for enrollment on a monthly basis.
- All classes are held at 4164 Technology Drive, Fremont, CA 94538.
- Number of students 200 at any one time.

Prospective enrollees are required to visit the physical facility of the school and 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 observe the following holidays: New Year's Eve, New Year's Day, President'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 and allowed, 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
- Have the ability to benefit from the training, pass a BPPE approved Ability-to-Benefit Test, and be a minimum of 18 years old

- Valid form of Identification (Driver's License, State Issued ID or Passport)
- Social Security Card or Tax Identification Number
- For the purpose of enrollment, all students who do not have a high school diploma or GED must pass the Wonderlic test and show Eligible in the Ability-to-Benefit Score Report. Student must pay the test administrator for the test.
- Fremont Beauty College does not accept credit for experiential credit, challenge examinations and achievement tests.
- Fremont Beauty College does not offer distance education.

### **HOUSING**

Fremont Beauty College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers housing assistance. According to rentals.com, rental properties located near the school ranges from \$1,800 - \$2,500 per month.

### **VISA SERVICES**

Fremont Beauty College does not offer visa services to prospective students from other countries.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

Fremont Beauty College does not offer English as a second language instruction. All instruction occurs in English. English proficiency is demonstrated by meeting the admission requirements. 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.

### **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.

**Lavern Chapman**

CAO / Instructor

Qualifications: Entered the cosmetology field in 1965. She has managed and worked in salons and owned her own salon business. She has been a licensed instructor since 1978, and holds a certification of authorization for service as an instructor and holds a California vocational teaching credential.

**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.

**Sunita Sharma/ Sr. V.P.**

Instructor

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 Credits you earn at Fremont Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate 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 certificate 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 certificate will transfer."

### **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 in the amount of \$75 may be charged. Students who transfer from another school system will be treated as a new student and shall make satisfactory academic process.

Transferring students who have attended another school may be granted their accumulated hours and procedures upon satisfactory proof of completed hours, theory hours and practical procedures. Students must submit to the admissions an official school document from their prior school with the required information with an official signature. Maximum amount of hours that may be transferred from any other institution are as follows:

Cosmetology = 450

Esthetics = 150

Manicuring = 0

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

## **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 a 90 percent attendance schedule of scheduled hours in accordance with their enrollment agreement. Students will be considered for a “leave of absence” on an individual basis.

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 prior to the start of class when they will be absent or tardy for that day and must speak to an instructor. The Fremont school 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 while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

## **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.

### **TERMINATION POLICY**

Student's enrollment may be terminated under disciplinary grounds, for improper or immoral conduct, failing to comply with educational requirements and the terms of the enrollment agreement signed.

Students who have been terminated and want to re-enroll must submit a new application with \$100 registration fee in order to continue with their studies. The School reserves the right to not re-admit students who have had their registration previously been terminated.

### **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 specified 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.

### **STUDENT SERVICES**

Administrative/ Admissions/ Student Services office hours:

Admissions information is available at the school location Monday through Friday from 10 am to 5 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, help prepare for interview, resume and organize 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, overhead projectors, 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.

## **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.

Transcripts will be maintained indefinitely.

### **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 90 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 70 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 "C" (70 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 90 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, 1,250, 1,600 (scheduled) hours

**Esthetician** 300, 600 (scheduled) hours

**Manicuring** 133, 300 (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.

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

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

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

## **GRADING SYSTEM**

The school maintains complete records on each student or graduate for reference, as required by law. All students in all programs will receive a complete Theory and Practical test prior to completion. The test simulates actual State Board Exam procedures and constitutes a final exam. Each student is graded monthly on each subject, in theory and in practical.

## **GRADING SCALE**

90 - 100% = A Excellent

70 - 79% = C Average

80 - 89% = B Above Average

60 - 69% = D Unsatisfactory

Written progress reports are maintained by the school. These are reported to each student at the end of each month.

## **STUDENT TUITION RECOVERY STATEMENT**

“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 educational program, who is a California resident, or are enrolled in a residency program, and prepay 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 an educational program who are California residents, or are enrolled in a residency programs or attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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 the school closed or, if the material failure began earlier than 30 days 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 a taxpayer identification number.

Fremont Beauty College collects the STRF fee of \$0.00 for Cosmetology, Esthetics and Manicure students and remits it to the BPPE.

Below is the list of the estimated total charges for the entire program:

**TUITION AND FEE SCHEDULE**

<u>COURSE</u>	<u>Tuition</u>	<u>Books* Supplies* Tools*</u>	<u>Registration** Fee</u>	<u>STRF</u>	<u>Sales Tax (9.25%)</u>	<u>TOTAL COST</u>
Cosmetology	\$12,500	\$ 1,800.00	\$100	\$0	\$166.50	\$14,566.50
Esthetician	\$6,200	\$ 900.00	\$100	\$0	\$83.25	\$7,283.25
Manicuring	\$3,200	\$ 550.00	\$100	\$0	\$50.88	\$3,900.88

**Tuition Hourly Rate:**

- Cosmetology: \$7.81 /hour
- Esthetics: \$10.33/hour
- Manicuring: \$8.00 /hour

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Above Fees do not include State Board Fees.

\*Once used, Books, Supplies and Tools are not returnable or refundable due to unsanitary considerations.

\*\* 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.....\$10.00 per hour
- Esthetician.....\$10.00 per hour
- Manicurist.....\$10.00 per hour

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

## **ACCREDITATION**

Fremont Beauty College is a private and an unaccredited institution, and is not recognized by an accrediting agency recognized by the United States Department of Education. Therefore the student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **LOAN PROGRAM**

Fremont Beauty College does not participate in any form of financial aid including state and federal financial aid programs.

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 has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

## **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:

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

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

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

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

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

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

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

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

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

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

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

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

Laws and Regulations (20 Hours of Technical Instruction):

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

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

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

Disinfection and Sanitation (20 Hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

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

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

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

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.

All practical operations must be performed in accordance with Section 992 regarding skin peeling.

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

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

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

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

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

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

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

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

(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 records.

### **Cosmetology Course Syllabus**

1600 Hours

**Description:** 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.

**Objectives:** 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 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 and internet 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:

(1) 350 Hours of Technical Instruction and Practical Training in Facials

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



Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.

All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Preparation (15 hours of Technical Instruction):

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.

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

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

Laws and Regulations (10 hours of Technical Instruction):

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (40 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary 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.

Disinfection and Sanitation (10 hours of Technical Instruction):

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

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

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

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

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

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations):

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(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.

## **Esthetician Course Syllabus**

600 Hours

**Description:** 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 determined 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:

- (1) The Barbering and Cosmetology Act and the Board's Rules and Regulations. (10 hours)
- (2) Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations) (10 hours)
- (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 hours)
- (4) Disinfection 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 Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) (10 hours and 10 operations)
- (5) Bacteriology, anatomy and physiology. (10 hours)
- (6) Water and oil manicures, including hand and arm massage. (15 hours and 40 operations)
- (7) Complete pedicure, including foot and ankle massage. (10 hours and 20 operations)
- (8) Application of Artificial Nails
  - (A) Acrylic: Liquid and powder brush-ons (15 hours and 80 operations)
  - (B) Nail tips (10 hours and 60 operations)
  - (C) Nail wraps and repairs (5 hours and 40 operations)

(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.

### **Manicure Course Syllabus**

400 Hours

**Description:** 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.

**Objectives:** 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**

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

1. Complete a cosmetology, esthetics, or nail care course in a school approved by the California State Board of Barbering & Cosmetology.
2. Submit an application and the required fee.
3. Have 10th grade education or its equivalent and is at least 17 years of age.
4. Must receive a passing score on both the practical demonstration and written test.

Students who show competency and maintain a 70% average, complete all required clock-hours in both practical and theoretical training will be eligible for graduation. Upon graduation, a Certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, a student will qualify to take the required State Board Examination. The Board will set an examination date and issue a license to successful applicants.

## **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.

Students cancelling or withdrawing from the educational program 60% or less of the scheduled hours for the program shall receive a pro rata refund.

Student cancelling or withdrawing after completion of than 60% of an educational program is responsible for the total tuition charges.

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**

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.

Gym style clothes, tennis shoes, jeans, sweatpants, sweatshirts, 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:**

Administration

Fremont Beauty College, 4164 Technology Drive, Fremont CA 94538

There will be a response in person or by letter within one week. The management 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](http://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  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone: (888) 370-7589 Fax: (916) 263-1897

"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](http://www.bppe.ca.gov)."