

# LETTER FROM THE PRESIDENT

## Welcome to



## In Vacaville!

If your goal is to receive quality education and training in your chosen career, then Milan Institute of Cosmetology furthermore also known as Milan Institute, or Milan, is here to assist you. Our primary objective is to provide the education, training, and career assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with many years of training and work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representative. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

Gary Yasuda, President  
Amarillo College of Hairdressing, Inc. d/b/a Milan Institute / Milan Institute of Cosmetology

### Catalog Campus

**Milan Institute of Cosmetology**  
**Branch Campus**  
**(Main campus for California)**  
**1679 E. Monte Vista Avenue**  
**Suite 200**  
**Vacaville, CA 95688**  
**(707) 425-2288**

*The program(s) listed in this catalog apply to only this campus. Please refer to the catalog designated for a particular campus for programs offered at other locations.*

### Additional Locations

Milan Institute of Cosmetology  
Main Campus  
4020 Kietzke Ln.  
Reno, NV 89502  
(775) 784-7171

Milan Institute of Cosmetology  
Branch Campus  
1580 George Dieter Drive Suite 207  
El Paso, TX 79936-7662  
(915) 857-4444

Milan Institute of Cosmetology  
Branch Campus  
605 SW Military Drive  
San Antonio, TX 78221  
(210) 922-5900

[www.milaninstitute.edu](http://www.milaninstitute.edu)

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## STUDENT CATALOG NOTICE

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. You will be provided an electronic copy of this catalog through email prior to enrollment. This catalog is also available to any interested party on Milan Institute of Cosmetology's website:

[www.milanintitute.edu](http://www.milanintitute.edu)

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

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Toll-free telephone number (888) 370-7589 or by Fax (916) 263-1897

This catalog is updated annually.

**Catalog effective dates January 1, 2023 – December 31, 2023**

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President  
Amarillo College of Hairdressing, Inc.  
d/b/a Milan Institute of Cosmetology

# **ABOUT MILAN INSTITUTE OF COSMETOLOGY**

## **AN INVESTMENT IN BEAUTY PAYS**

If you want a career in cosmetology, this is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the “Total Look,” and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the practitioner is challenging and very rewarding, with a very high income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

## **MISSION STATEMENT**

The mission of Milan Institute of Cosmetology is to meet the needs of students and employers by offering quality, short term educational programs in career fields with solid growth potential.

## **PHILOSOPHY AND OBJECTIVES**

Milan Institute of Cosmetology recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology and the corresponding specialty fields. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

## **HISTORY**

**May 1968:** Jess Prince purchased Amarillo College of Hairdressing.

**May 1988:** Amarillo College of Hairdressing moved to its current location at 2400 Southeast 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

**1993:** Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

**1996:** Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

**November 1999:** Michael and Linda Gore purchased Everett Beauty Academy.

**January 2002:** Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasudas changed the school’s name from Amarillo College of Hairdressing to Amarillo College of Beauty.

**November 2003:** Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

**November 2003:** Amarillo College of Hairdressing, Inc. changed the school’s name from Fikes Beauty Academy to Texas Beauty College.

**January 2004:** Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San

Antonio, TX as a main campus.

**January 2005:** Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school's name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school's name from Everett Beauty Academy to Milan Institute of Cosmetology.

**March 2005:** Texas Beauty College moved from 8004 Crosscreek to its location at 5403 A Walzem Rd., San Antonio, TX 78218.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology.

**December 2005:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West Shaw Avenue, Clovis, CA 93612.

**October 2006:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

**May 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

**August 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533, and the campus opened.

**December 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

**September 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

**January 2009:** James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

**May 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

**December 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

**January 2012:** Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology

**February 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Concord, CA branch campus with students being taught out at Milan Institute of Cosmetology, Fairfield, CA.

**July 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch at 1009 W. Hemingway, Nampa, ID 83651.

**March 2015:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the San Antonio

(Walzem Road), TX branch campus with students being taught out at Milan Institute of Cosmetology, San Antonio (Military Drive), TX.

**December 2015:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received approval to change the main campus location from Visalia, CA to Reno, NV.

**August 2016:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Nampa, ID branch campus with students being taught out at Milan Institute, Nampa, ID.

**September 2019:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Visalia, CA branch campus with students being taught out at Milan Institute, Visalia, CA.

**March 2020:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Amarillo, TX branch campus with students being taught out at Milan Institute, Amarillo, TX.

**February 2021:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology at 934 Missouri Street, Fairfield, CA 94533 moved to 1679 E. Monte Vista Avenue, Suite 200, Vacaville, CA 95688.

**August 2021:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the LaQuinta, CA branch campus with students being taught out at Milan Institute, Palm Desert, CA.

## **GOVERNING BODY**

Amarillo College of Hairdressing, Inc., a Texas Corporation and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

## **APPROVALS, ACCREDITATION & AUTHORIZATION**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is licensed by the Department of Consumer Affairs:

**Department of Consumer Affairs**  
**Board of Barbering and Cosmetology (BBC)**  
P.O. Box 944226  
Sacramento, CA 94244  
(800) 952-5210 / FAX: (916) 575-7281

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**  
3015 Colvin Street  
Alexandria, VA 22314  
Phone: (703) 600-7600

This campus' accreditation status with NACCAS is "Additional Location Accreditation". The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

## **STATE OF CALIFORNIA**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. "Approved to operate" means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. Milan Institute of Cosmetology in Vacaville under Section 94890(a)(1) of CPPEA, is approved to operate by means of accreditation until January 1, 2023.

The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

**Bureau for Private Postsecondary Education**  
17 47 N. Market Blvd. Ste 225 Sacramento, CA 95834  
(916) 431-6959  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

#### **U.S. DEPARTMENT OF EDUCATION**

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

#### **FACULTY**

Milan Institute of Cosmetology faculty members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been trained in contemporary methods of competencies and skills within the scope of their license. A list of our faculty members can be found in the catalog insert.

#### **STUDENT RATIO**

The student/teacher ratio does not exceed thirty students in attendance per instructor.

#### **ADVISORY BOARD**

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in cosmetology and related specialty fields.

#### **FACILITIES**

All course instruction occurs at Milan Institute of Cosmetology, located at 1679 E. Monte Vista Avenue, Suite 200, Vacaville, CA 95688. The facility consists of 18,000 sq. ft. including separate classrooms, clinic floors, dispensary, and administrative offices.

#### **CATALOG INSERTS**

See the catalog inserts for current information related to the school calendar, tuition, and fees, and listing of staff and faculty.

#### **BANKRUPTCY STATEMENT**

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.



## CHANGES TO SCHOOL POLICIES

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions. Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admissions policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school. Milan Institute of Cosmetology reserves the right to conduct operations and instruction remotely as necessary. The college expects its students to have knowledge of the information presented in this catalog and in other school publications, notices, and updates.

## ADMISSIONS INFORMATION

### ADMISSIONS POLICY

Admission into the school's **Barbering, Cosmetology, Esthetician, and Manicurist programs** require that the prospective student have a high school diploma or have a High School Equivalency Diploma (HSED). Documents from HiSET and TASC are acceptable as High School equivalents but must be reviewed and approved by Senior Director of Admissions.

Admission into the school's programs requires the applicant to present a copy of the HS diploma, HSED certificate, or transcripts showing high school completion.

Additionally, Milan Institute accepts the following as proof of eligibility:

- Passing a U. S. Department of Education approved Ability to Benefit Test (ATB). Please see the Ability to Benefit (ATB) Admissions Policies for further information.
- Enroll in the Eligible Career Pathway Program (ECP).

A copy of the HS diploma, HSED certificate, or transcripts showing high school completion and/or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree as equivalent to a high school diploma, must be provided. If the student is homeschooled, the student is eligible for enrollment, with documentation of completion.

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, and orientation to the school regarding the policies, regulations, and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Prospective students who have a felony conviction on their record must complete the California Board of Barbering and Cosmetology ("BBC") pre-approval process and pay the \$75 application fee. If BBC does not approve the application, the prospective student is not qualified to enroll in the program.

Prospective students who have a misdemeanor conviction must complete a second interview with the Campus Director, who may determine the student is not qualified to enroll in the program and are recommended but not required to complete the California Board of Barbering and Cosmetology ("BBC") pre-approval process and pay the \$75 application fee. If the perspective student applies and BBC does not approve the application, the prospective student is not qualified to enroll in the program.

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

## **ECPP Enrollment Process**

The ECPP allows Ability to Benefit (ATB) Students to concurrently enroll in an Adult Education school, which may lead to a High School Diploma (or equivalent), and a post-Secondary school offering Career Pathway Programs.

Before enrollment, a prospective ATB student who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass an independently administered, nationally standardized test recognized and approved by the United States Department of Education (DOE) that measures basic skills in reading and arithmetic.

Students who pass the ATB and enroll in an ECPP, must follow all the policies and procedures in this catalog.

## **ELIGIBLE CAREER PATHWAY PROGRAM (ECPP)**

### **ECPP OVERVIEW**

Milan Institute has developed ECPPs which:

1. Concurrently enroll students in connected adult education and eligible postsecondary programs.
2. Provides students with counseling and supportive services to identify and attain academic and career goals.
3. Provides structured course sequences that are articulated and contextualized and allow students to advance to higher levels of education and employment.
4. Provides opportunities for acceleration for students to attain recognized postsecondary credentials, including industry-relevant certifications.
5. It is organized to meet the needs of adults.
6. It is aligned with the education and skills needed for the regional economy.
7. Has been developed and implemented in collaboration with partners in business, workforce, and economic development.

### **CAREER PATHWAY PROGRAMS**

Milan Institute has identified the following Eligible Career Pathway Programs, which align with the needs of industries in the Merced, California geographic areas:

- Barbering
- Cosmetology
- Esthetician
- Manicurist

### **ELIGIBLE CAREER PATHWAY PROGRAM (ECPP)**

Students enrolled in an ECPP will be concurrently enrolled in one of the college's qualified vocational training programs and the Adult Education Program offered through C4L Academy. The goal is for the student to be able to work towards earning an Adult Education high school diploma while being able to work towards completing a Milan Institute vocational training program concurrently. The Adult Education program is offered by an approved adult education service provider (C4L Academy) and not by Milan Institute.

The student is required to attend the Adult Education Program classes and is expected to participate in those classes. The Adult Education Program is offered remotely online. The ECPP Coordinator will monitor participation and partner with Education to meet with the student as needed to provide academic advising. See specific details below under ECPP Participation Requirements & ECPP Withdrawal.

Milan Institute does not guarantee ECPP students will receive a high school diploma (or its equivalent), earn any industry certifications that are part of their Vocational Program, or graduate from Milan Institute.

Completing the vocational component of the program is not a condition for receiving a high school diploma.

## **ECPP PARTICIPATION REQUIREMENTS & CONCURRENT DISMISSAL**

If a student does not log in to the C4L Academy portal to create a student account within 72 hours of enrolling with C4L, the student will automatically be canceled from the ECPP and Milan Institute's Vocational Program.

ECPP students who fail to participate in either the Adult Education or Vocational component of their ECPP program for 14 consecutive calendar days will be dismissed from their ECPP. Participation in the Adult Education Program is defined as completing any educational activity – where participation in the Vocational program is defined by Milan Institute's Satisfactory Academic Progress (SAP) and Attendance policies.

On the 14<sup>th</sup> consecutive calendar day missed, the student will be withdrawn from the Milan Institute.

During the program, if a student does not log into the Adult Education component for 7 consecutive calendar days, the student will be issued a documented ECPP participation advisement.

If a student fails to meet the college's Satisfactory Academic Progress Policies, they will be withdrawn from Milan Institute.

**Dismissal from the Adult Education component of the ECPP for any reason shall result in dismissal from the Vocational component of the program.**

**ECPP Withdrawal:** Upon withdrawal, the student will be held to the same catalog-defined refund policy as non-ECPP participating students.

**Receiving the earned High School Diploma:** Although Milan Institute has designed ECPP requirements to promote the completion of the Adult Education component and a Milan Institute Vocational Program, the college does not guarantee that the student will receive a high school diploma or its equivalent.

Completing the ECPP program's vocational component is not required to earn a high school diploma. Upon successful completion of the program's adult education component, the student may request a copy of their transcript directly from the adult education vendor.

## **ECPP RE-ADMISSION AND LEAVE OF ABSENCE (LOA)**

Withdrawn ECPP students wishing to re-enroll are subject to Milan Institute's Re-Admission Policy in addition to an interview to evaluate the student's ability to continue the Adult Education component of the ECPP.

Active ECPP students who take a Leave of Absence (LOA) from Milan Institute's Vocational Program can still participate in the Adult Education component of the ECPP remotely if they can; however, if the student is unable to participate in the Adult Education component while on a Leave of Absence (LOA) they will be expected to continue participation when they return to Milan Institute from their LOA.

Inactivity in the adult education component during an approved LOA or scheduled calendar breaks will not cause the student to be withdrawn from the college.

## **ECPP ADULT EDUCATION COMPUTER LAB**

Milan Institute provides ECPP Students with an on-campus space with Wi-Fi and printer access to work through their Adult Education curriculum if they prefer to use our facility. The availability of this space is determined by campus operating hours.

The ECPP Adult Education component is offered online by an approved service provider and is self-directed. Students may work on the Adult Education curriculum off-campus via the internet.

## **TECHNOLOGY REQUIREMENTS**

Milan Institute and Milan Institute of Cosmetology use digital technology to check in and out of classes. Students will use a smart phone for checking in and out of class on campus, distance education, and externship (if applicable). Students will need a laptop, Chromebook (part of most programs books and supplies), or a desktop computer to participate in distance education as well as campus activities and assignments. Curriculum and instruction utilize digital technology for student engagement and participation.

The following are the technology requirements for all programs (hardware and software) that will be required to successfully complete the program:

**Device Options:**

Chromebook that is no more than 4 years old from date of manufacture, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

Windows device that is no more than 5 years old from date of manufacture, uses Windows 10 Version 1809 or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

Mac device that is no more than 5 years old from date of manufacture, uses MacOS Sierra or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

iOS device that is no more than 4 years old from date of manufacture, uses iOS 12 or newer, and Must be able to run Chrome 79 or newer.

Android tablets and phones are not supported.

Internet Access must be at least 50Mbps download speed and at least 8Mbps upload speed. If using wireless internet access, it must be 802.11g or newer and have a RSSI signal strength no worse than -50.

**ENGLISH ONLY**

Milan Institute of Cosmetology does not offer English as a Second Language instruction and all instruction will occur in English: therefore, all students must be able to read, write, speak, understand, and communicate in English at a high school level. Applicants from foreign countries where English is not the primary language must be proficient in English with a minimum TOEFL score of 450. Milan Institute of Cosmetology does not admit students from other countries, does not provide visa services and will not vouch for student status.

**SCHOOL CALENDAR**

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

**ENROLLMENT AGREEMENT**

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement.

Prospective students under the age of 18 must have a parent or guardian sign the agreement. This agreement details the prospective student's and the school's obligations.

**TRANSFER OF CREDIT TO MILAN INSTITUTE OF COSMETOLOGY**

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program (Barbering, Cosmetology, Esthetician or Manicurist) will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study. Milan Institute of Cosmetology does not accept prior experiential learning.

Milan Institute of Cosmetology will accept a maximum of 75% of the program credits or hours in transfer from another institution. Students requesting credit for previous coursework or experience are asked to notify their admissions representative during the enrollment process. The request will be forwarded to the Education Leader or Director, who will review documentation or arrange for testing as appropriate. The procedure will be completed prior to the student's first start date. There are no fees charged for evaluating or granting transfer of credit. Once a determination for granting credit has been made, tuition and fees will be adjusted prior to the start of class. Each student will need to meet with financial aid to determine eligibility. A negative determination may be appealed by contacting the School Director, whose decision is final.

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

The transferability of credits you earn at Milan Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program

(Barbering, Cosmetology, Esthetician, Manicurist) is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 Milan Institute of Cosmetology to determine if your credits or certificate will transfer.

When requested Milan Institute of Cosmetology will provide a student transcript and course outline to assist in the transfer process.

Milan Institute of Cosmetology has not entered into any articulation of training agreements with other educational entities.

### **ABILITY TO BENEFIT**

In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.

Under CEC §94904(a) an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). This school accepts the following tests with passing scores and an effective date after the date provided below.

1. Test: Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (210).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
2. Test: Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (200).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
3. Test: \*\*ACCUPLACER Computer-adaptive tests and COMPANION ACCUPLACER Forms J and K:  
Reading Test, Writing Test, and Arithmetic Test  
Passing Scores: Reading Test (233)\*\*, Writing Test (235)\*\*, Arithmetic (230)\*\*.  
Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.
4. Test: \*\*Texas Success Initiative (TSI) Assessment—Computer-adaptive tests and COMPANION TSI  
Forms T and V: Reading Placement Test, Writing Placement Test, Mathematics Placement Test  
Passing Scores: Reading Placement Test (336), Writing Placement Test (345), Mathematics Placement  
Test (326)  
Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.

\*\* The ACCUPLACER test has been redesigned since it was listed as an approved test in the 2006 notice. TSI is a new addition to the list of approved ATB tests. These tests are provisionally approved. To move from provisional approval to full approval the test publisher must submit additional information as noted in the test agreement signed by the test publisher and the Department, no later than two years from the effective date of the agreement 6/26/2020. In the event the Department denies full approval, the Department will provide notice of this through publication in the Federal Register, pursuant to 34 CFR 668.150(c)(3).

## **ARBITRATION**

Milan Institute of Cosmetology seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student's complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at Milan Institute of Cosmetology agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).

# **FINANCIAL INFORMATION**

## **FINANCIAL AID**

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state, and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

### **How To Apply**

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

### **Financial Aid Programs**

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Some applicants may be selected for a process called verification. Initial notification is provided through the Student Aid Report created in response to the Free Application for Federal Student Aid (FAFSA). The verification selection may cover one or more aspects of your FAFSA information; including but not limited to, tax data, number in household, SNAP benefits, child support paid, high school completion, and identity. Be aware there are deadlines and consequences associated with this requirement. You should contact the campus Financial Aid Office for additional information and assistance, should your file be selected for verification.

### **Other Programs**

TFC payment arrangements are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on borrower’s credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower’s credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

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 and fees, less the amount of any refund



## **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

## **TUITION POLICY**

It is the policy of the school that four months of tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. Once 50 percent of the program has been offered, the remainder of the tuition and fees are due.

The school accepts payments in cash, check, MasterCard, and Visa. Prices are subject to change.

Books, materials, and supplies are provided at no charge to the student, unless otherwise indicated. For any materials that are an additional charge, the student may choose to opt-out on the Enrollment Agreement.

## **SCHOLARSHIPS AND GRANTS**

### *Graduate Scholarship*

A graduate from Milan Institute or Milan Institute of Cosmetology is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours. For programs with less than 600 hours, a graduate is eligible for a \$200.00 scholarship. This scholarship is a onetime event for graduates and is considered a discount to tuition.

Discounts may not be combined and students will receive only the best available discount, for which they qualify.

## **STUDENT'S RIGHT TO CANCEL- Cancellation Policy**

Milan Institute of Cosmetology advises each student that a notice of cancellation shall be in writing and that Milan Institute of Cosmetology shall refund 100 percent of the amount paid for institutional charges if the notice of cancellation is made through attendance at the first class session or the seventh day after enrollment whichever is later after the first scheduled class session. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute of Cosmetology cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

## **REFUND POLICY**

Institutions are required to apply State, Licensing and/or Accreditation refund policies as applicable to the location and program attended. If more than one set of regulations applies, the calculation that best benefits the student will be the refund policy adopted.

The student has the right to withdraw from a course of instruction at any time. The student is required to notify the Campus Director or Education Leader in writing via letter, email, or text or by meeting with the Campus Director or Education Leader to complete withdrawal paperwork. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement, as listed above in "Cancellation of Agreement," the school will remit a refund within 45 days following the student's withdrawal whether officially or unofficially.

A "fair and equitable refund" will be computed based on scheduled hours of class attendance through the last date of attendance. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.

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



## **REFUNDS SHALL BE CALCULATED AS FOLLOWS:**

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the California Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student and is to be paid within 45 days of the determination of withdrawal.

- Milan Institute of Cosmetology is an institution that participates in the federal student financial aid programs, and as required, Milan Institute of Cosmetology shall provide a determination of tuition charges based on a pro rata refund of tuition based upon the students' progress in their program of study up to point where the student who have completed 60 percent of the total charges for the current period of attendance.
  - The amount owed equals the daily charge for the program (*total institutional charge, divided by the number of days or hours in the program*), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
  - For purposes of determining a refund under this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws **or** is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (equipment seal cannot be broken, log-on occurred, or is marked or damaged in any way) within 45 days following the date of your withdrawal, Milan Institute of Cosmetology shall refund the charge for the equipment paid by the student.
- If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, Milan Institute of Cosmetology may offset against the refund of the documented cost to the school of the equipment.
- The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount Milan Institute of Cosmetology has charged in the contract.
- For a list of these charges, see the Enrollment Agreement Addenda. If the amount that the student has paid is more than the amount that is owed for the time of attendance, and then a refund will be made within 45 days after the date of withdrawal.

Milan Institute of Cosmetology shall also provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Milan Institute of Cosmetology shall also maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellation or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

## **WITHDRAWAL DATE**

Withdrawal: the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal, and out-of-school transfer.

A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave. Milan Institute of Cosmetology is an institution that is required to take attendance, and, as such, is expected to have a procedure for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending. Milan Institute of Cosmetology states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

## **PROGRAM CANCELLATION POLICY**

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

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will provide a pro rata refund for all students transferring to another school, as approved by the Bureau of Private Postsecondary Education, based on the hours accepted by the receiving school or if a student does not transfer to another school a full refund of all monies paid.

### **DELINQUENT TUITION**

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

### **RETURN TO TITLE IV CALCULATION (R2T4)**

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time, he/she has attended, then a refund will be made within 45 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

### **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

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

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

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

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

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

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

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

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

If your school is not required to return all the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

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

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

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

## **ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date.

## **STUDENT TUITION RECOVERY FUND DISCLOSURES**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic

loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## **STUDENT INFORMATION**

### **ORIENTATION**

New students are required to attend a “*Welcome to Milan*” orientation on the class start date, prior to the start of their course material. This meeting is to welcome new students and introduce them to the school’s policies and procedures. During orientation, many topics are discussed, including school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory academic progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

### **STUDENT INFORMATION PORTAL**

The Student Information Portal provides students instant access to their academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor a student’s progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at <http://studentinfo.milaninstitute.edu>

### **CAREER SERVICES/PLACEMENT**

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services faculty member develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services faculty member at Milan Institute of Cosmetology makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

### **NONDISCRIMINATION**

Milan does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its educational programs and activities. Nondiscrimination is required by Title IX and DOE regulations and extends to admissions activities and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, the Office of Civil Rights (OCR), or both.

The Title IX Coordinator for Milan can be reached at:

Address: Title IX Coordinator  
Milan Institute of Cosmetology  
2345 W. Beech Ave. #4139  
Visalia, CA 93277

Email: [TitleIX@milaninstitute.edu](mailto:TitleIX@milaninstitute.edu)

Phone: 559-707-8050

The OCR can be reached at <https://www2.ed.gov/about/offices/list/ocr/index.html>

Any other issues related to nondiscrimination policies and complaints of discrimination should be directed to the School Director or the Corporate Compliance Department. The School Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone (Complete campus contact information is provided on cover page of this publication). To reach the Corporate Compliance Department, please complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

For further information on notice of non-discrimination, visit:

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

## **STUDENTS WITH DISABILITIES**

Milan Institute of Cosmetology is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. An application for Auxiliary Aid may be requested from the School Director or Director of Education. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the website to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form>. The Corporate Compliance department will respond via email.

## **STUDENT RECORDS ACCESS, SECURITY AND RELEASE**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student or the parent or guardian of dependent minors before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;
- The disclosure is to the parents or guardians of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance



- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Milan Institute of Cosmetology places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding the campus' process of protecting confidentiality of student's data can be directed to [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu).

### **STUDENT HOUSING**

Milan Institute of Cosmetology does not have student housing facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses. The approximate cost for housing in the area is \$778 per month.

### **STUDENT DISCOUNT**

Student may receive services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

### **STUDENT PHOTO RELEASE**

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

### **CAMPUS SECURITY**

Milan Institute of Cosmetology publishes an annual security report that contains information concerning policies and procedures relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement an access to campus facilities, The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three (3) most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual report may be obtained from the Campus Director's office during regular business hours.

Milan Institute of Cosmetology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Milan Institute of Cosmetology reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

### **STUDENT GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Instructor, contact the School Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the School Director, the student should submit an appeal using the written complaint online at [milaninstitute.edu/student-complaint-form](http://milaninstitute.edu/student-complaint-form). A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.

The student has the right to submit a complaint letter to the school's state agencies and/or accrediting agency at any time.

- a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 3015 Colvin Street, Alexandria, VA, 22314: Phone: (703) 600-7600.
- b. A student of 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 website: [www.bppe.ca.gov](http://www.bppe.ca.gov).
- c. The school has an additional state agency for cosmetology-related programs: Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone (800) 952-5210 / FAX: (916) 575-7281.

The school maintains its complaint log for at least two years.

## **ARBITRATION POLICY**

Should a dispute arise, which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association ("AAA"), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and school agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.



To the extent a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

We agree that neither we nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. We make the proceeding agreement only to the extent required by a valid regulation issue by the U.S. Department of Education.

## **STUDENT CODE OF CONDUCT**

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

### **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Keep all student and client analysis and service records up to date.
12. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
13. Strive to continually improve abilities through education and practice.
14. Adhere to school-determined safety and social distancing requirements.

## GROUNDS FOR DISCIPLINARY ACTION

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
- b. Disrupting class or sleeping in class.
- c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
- d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- e. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- f. Cheating, dishonesty, or falsification of records.
- g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients, and instructors, please notify the school if you are not returning from a lunch break.
- h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness, and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- k. Violation of Student Social Media policy or Anti-Bullying policy.
- l. Criticizing another student's work.
- m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
- n. Arguing with an instructor in the presence of another student or customer.
- o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- p. No smoking, chewing gum, eating and/or drinking except in designated areas.
- q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.
- s. Threats of violence, or the credible accusation of such, will result in IMMEDIATE suspension to allow for a thorough investigation of the situation. This investigation will be conducted within 3 business days and the student will be notified of the outcome by the Campus Director.

- t. Non-compliance with school-determined safety and social distancing requirements.
- u. Violation of the Title IX Sexual Harassment Policy, Student Sexual Harassment Policy (Non-Title IX), or Student Sexual Assault, Domestic and Dating Violence Policy.

A student who, upon violation of a conduct policy or other egregious behavior or incident, may be placed on a status of Conduct Probation due to conduct unbecoming of a student at Milan. This status is an official warning that the student's conduct is in violation of Milan Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file.

Milan may remove a student who has been accused of committing a Title IX sexual harassment violation from campus on an emergency basis, provided an individualized safety and risk analysis is completed and a determination is made that there is an immediate threat to the physical health or safety of any individual. Once the student is removed from campus, the school will provide the student with written notice and guidance on how to immediately challenge the decision.

### **CHEATING POLICY**

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

- Give or receive advance information about quizzes, tests, or examinations;
- Assist another student in dishonest practices
- Present someone else's work or ideas as your own;
- Have another person do work which is then submitted as their own;
- Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

### **TITLE IX SEXUAL HARASSMENT POLICY**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- an employee of the school conditioning the provision of an aid, benefit, or service of the school on an

- individual's participation in unwelcome sexual conduct; or
- sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim), to the Title IX Coordinator at any time by mail, by telephone, or by e-mail. Students (active or potential) or Employees (active or potential) who feel they are a victim of sexual harassment should be directed to contact the Title IX Coordinator.

The Title IX Coordinator can be reached at:  
Title IX Coordinator

Milan Institute of Cosmetology  
2345 W. Beech Ave. #4139  
Visalia, CA 93277  
TitleIX@milaninstitute.edu  
559-707-8050

Milan's obligations under Title IX are triggered upon having actual knowledge of alleged sexual harassment that occurred within its educational program or activity against a person in the United States. Milan may have obligations under Title IX even in absence of a formal complaint. Once these obligations are triggered, Milan will respond promptly and without deliberate indifference.

No employee of Milan may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

The presumption is that the person accused of being the perpetrator of conduct that could constitute sexual harassment conduct is not responsible for the alleged conduct until a determination is made at the end of the grievance process. This does not imply that the alleged conduct did not occur but rather ensures Milan staff do not take action against the alleged perpetrator as though the alleged conduct occurred prior to final determination. All Milan staff involved in the Title IX process interact with both parties impartially throughout the grievance process without prejudice and without drawing inferences about credibility based on the person's role.

## **STUDENT SEXUAL HARASSMENT POLICY (NON-TITLE IX)**

### **Policy Overview**

It is the policy of Milan to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator, or other college personnel.

**Definitions—Sexual Harassment**

Non-Title IX Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that does not meet the requirements of Title IX sexual harassment when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Non-Title IX sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

**Reporting**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan should report the occurrence to either the School Director or the Corporate Compliance Department. To reach the Corporate Compliance Department, persons need to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

**Privacy**

Milan will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

**Action**

Milan is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

**Anti-Retribution**

Any person who retaliates against another for testifying, assisting, or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution, or harassment.

## **STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY**

Milan is committed to maintaining a safe and secure campus for all of its students **and** employees. Milan's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness, and programs available, please visit: <https://milaninstitute.edu/consumer-and-clery-information>

## **STUDENT SOCIAL MEDIA POLICY**

Milan Institute of Cosmetology recognizes that social media websites have become an important and influential means of communication for our current and former students. The objective of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students when participating in social media. It is important to keep in mind the privacy limitations when using social media websites. In some cases, information posted on them can be made public, even when that information has been deleted by the user. Therefore, Milan Institute of Cosmetology expects and encourages all those participating to exercise caution and responsibility when using social media websites.

In accordance with Milan Institute of Cosmetology's Conduct Policy, as published in the Catalog, students are expected to conduct themselves in a professional manner. Students who are not in compliance are subject to disciplinary action, probation, suspension, or termination at the discretion of the school administration. The policies and guidelines set forth below apply to any user who utilizes social media pages associated with Milan Institute of Cosmetology.

### **Types**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Pinterest.com, Google+.com, StumbleUpon.com, Delicious.com, Yelp.com, Instagram.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com and Tumblr.com.

### **Language/Behavior**

The following are considered unacceptable when using Milan Institute of Cosmetology social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or are of a sexual nature.

### **Requirements**

We look forward to the comments and conversations generated via social media. Any posts on the school's social media sites or tags of the school found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. If students at Milan Institute of Cosmetology violate other Milan Institute of Cosmetology policies on the school's social media sites, they may subject them to disciplinary action under appropriate judicial or other procedures. Students posting content in



reflection of Milan Institute of Cosmetology (such as photos taken on grounds, "tags" with Milan Institute of Cosmetology in them, comments regarding Milan Institute of Cosmetology) are subject to the same guidelines set herein this policy. Students with unresolved issues with campus administration or the educational program should follow the Grievance Policy to resolve those matters. Social media websites are not the venue to resolve such issues. Any inappropriate, obscene, or defamatory posts will not be tolerated.

Users who choose to post, comment, or link text and/or multimedia on Milan Institute of Cosmetology's websites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

### **ANTI-BULLYING STATEMENT**

Milan Institute of Cosmetology believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute of Cosmetology expects students and/or staff to immediately report incidents of bullying to the Campus Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity. Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination

### **COPYRIGHT INFRINGEMENT POLICY**

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Legal Alternatives**

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent>. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

### **DRUG FREE ENVIRONMENT**

Milan Institute of Cosmetology maintains a drug-free campus and workplace. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. A copy of this list may be obtained from the Campus Director's office. Milan Institute of Cosmetology will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

### **CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS**

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

**Southern Solano Alcohol Council Detox**  
419 Pennsylvania St.  
Vallejo, CA 94590  
(707) 643-2715

**Solano County Substance Abuse Services**  
(707) 784-2220 or (844) 784-2220

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.



- A. Your continued schooling and/or employment is subject to:
  - 1. Abide by the terms of this statement, and
  - 2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.
- C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.
  - 1. Terminate employment of the employee or the schooling of the student, or
  - 2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.
- D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

**Drug Information Hot Lines:** (800) 662-HELP  
 National Institute on Drug Abuse (800) 843-4971  
 National Clearinghouse for Drug Information (800) 729-6686  
 U.S. Dept of Education, (213) 598-7661  
 SouthWest Region  
 U.S. Dept of Education Task Force (202) 708-9069

**DRUG FREE STATEMENT**

In recognition of the problems associated with drug and alcohol abuse in society today, Milan Institute of Cosmetology provides all students and employees with the following information:

- 1. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
- 2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

Local: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of \$40,000 and up but not limited to 40 years' imprisonment.

State: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to \$50,000 also is in place.

Federal: Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

Examples of Federal Drug Trafficking Penalties:

	First Offense	Second Offense
Marijuana (1,000 kg or more)	Not less than 10 years	Not less than 20 years
Heroin (100-999 grams)	Not less than 5 years Not more than 40 years	Not less than 10 years Not more than life

3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

Marijuana—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is a potential for long term physical and psychological damage.

Cocaine—Use can affect the brain in seconds and result in heart or respiratory failure.

Crack—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.

Amphetamines—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

Alcohol—Use can lead to a feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute of Cosmetology offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.

5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include any or all of the following:

- Mandated treatment for problem.
- Mandated attendance at local treatment center.
- Mandated completion of a drug rehabilitation program.
- Mandated probation period not to exceed one month.
- Expulsion from school or discharge from employment.

#### **INSTITUTIONAL STUDENT RECORDS RETENTION**

Milan Institute of Cosmetology shall maintain for a period of 6 years the pertinent student records and other institutional documents from the student's date of completion or withdrawal. Additionally, transcripts will be kept permanently.

## **ACADEMIC INFORMATION**

### **PROGRAM MEASUREMENT**

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks in length. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

### **LEARNING RESOURCES**

A library of resource, reference and instructional materials are available on campus for use of students and faculty. Current textbooks, workbooks, supplements, professional periodicals, videos, PowerPoint presentations, reference materials, business materials, audio-visuals materials, are accessed through digital means (wi-fi available on campus). During the first day of class, students are provided the links and web addresses of digital curriculum, student email and student portal.

### **FORMAT**

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. 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 programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

### **EQUIPMENT**

All of Milan Institute of Cosmetology's students work with equipment applicable to the competencies required of their program such as; shampoo bowls and chairs, dryers, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, various facial machines, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where these services are performed. Classroom computers, LCD projector and screen and marker boards are also utilized.

### **EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies used by the student for training. No outside product is allowed on campus to work on clients, mannequins, or self.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute of Cosmetology students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs.

#### **Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours. Students will be notified of all evaluation results.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training, the granted courses will not be assigned a letter grade but will be recorded with a grade of “pass”, which will not count towards the student’s grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student’s program as both hours attempted and hours completed for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods for transfer students are based on actual contracted hours at the institution

### **Grading**

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the skill does not meet satisfactory requirements, it is not counted and the skill must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and skill exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

### **Non-credit Remedial Courses**

Non-credit remedial courses have no effect upon the institution’s satisfactory academic progress standards as no such courses are offered.

### **Institutional Withdrawal**

Withdrawing from the institution has no effect upon the student’s satisfactory academic progress.

The school uses a four –point scale to determine academic standing according to the following grading chart:

Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100%	Outstanding	4.0
B	80 - 89%	Above Average	3.0
C	70 – 79%	Average	2.0
D	60 – 69%	Below Average	1.0
Grad	N/A	Grad	N/A

**Grad (Grad):** A student who meets the requirements for graduation from that program will receive a grad grade (Grad) for the final grade of the program.

**Veterans:** Veterans may have different evaluation points for Satisfactory Academic Progress than non-veteran students. Refer to the Academic Information – All Programs, Veterans and Eligible Persons Receiving Educational Benefits section of this catalog for more information.

## **CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Financial Aid Warning (FA Warning)** – Students who fail to meet minimum requirements for completion 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 and maintain eligibility for Federal Student Aid by the next evaluation.

**Financial Aid Probation (FA Probation)** – Students who fail to meet minimum requirements for completion rate or academic progress after the warning period will be notified of their termination of eligibility for Federal Student Aid funds. If the student files an appeal of academic progress and prevails, they will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Students on financial aid probation remain eligible for Federal Student Aid funds. Students must be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the probationary evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

### **Financial Aid/Title IV Implications**

Students deemed not maintaining Satisfactory Academic Progress may have their Financial Aid/Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

**Failed FA Probation and Have Not Exceeded 150% of the Program Length** - Students who fail probation will lose their eligibility for Federal Student Aid for the program in which they are enrolled. Within 5 business days the Campus Director will counsel the student and complete a “FA Ineligible Letter” to determine if student will continue their program on a cash payment plan or be dropped from the program. A signed copy must be emailed to Virtual Registrar group. A cash payment plan will need to be in place within 5 business days from the original notification of FA Ineligible status notification. If not received by the timeline outlined above, the Virtual Registrar will email a notification to the Executive Team for final decision to allow an extension or proceed with dropping immediately.

**Exceeding 150% of the Program Length** - Students who exceed 150% of the program length will lose their eligibility for Federal Student Aid for the program in which they are enrolled and will be withdrawn from the program. Students who choose to continue on a cash payment plan must petition to be allowed to re-enter and complete their program. Within 5 business days of exceeding 150% of the program length, the student will be withdrawn by the Registrar and the Campus Director will counsel the student. If the student wants to continue in the program on a cash payment plan, the student must complete a Petition for Re-Entry – Cash Pay form and a signed copy must be emailed to the Virtual Registrar group. A cash payment plan will need to be in place before the Petition form can be approved. As there is additional processing that must be completed, the time between the receipt of the signed Petition form and the student being allowed to return to school may be from two to four weeks.

**Maximum Time Frame (MTF)** - For a program measured in clock hours, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured by the number of scheduled clock hours the student is required to complete and expressed in calendar time.

### **Re-Establishing SAP and/or Financial Aid Eligibility**

Students may re-establish SAP and Financial Aid Eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

**Quantitative Evaluation** - Students are required to complete a minimum of 66.67% of the scheduled clock

hours or financial aid credits required based on the applicable program requirements the to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The completion percentage is determined by dividing the total clock hours or financial aid credits attended/earned by the total number of clock hours or financial aid credits scheduled in the evaluation period. At the end of each evaluation period, Milan will determine if the student has maintained at least 66.67% cumulative completion rate which indicates that, given the same progression rate, the student will graduate within the maximum time frame [150%] allowed. Transfer clock hours or financial aid credits and those for which a student received a grade of "W", "I" or "R" will also be included in the Quantitative Evaluation.

**Qualitative Evaluation** - The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned theory study and a minimum number of skill assignments as required for course completion. Academic progression is evaluated after each unit of study. Students must maintain an academic grade average of 2.0 or 70% and pass a final academic and skill exam prior to graduation. Students must make up failed or missed tests and/or courses. Grades for Transfer clock hours or financial aid credits and Withdrawal (W), Withdrawal Cancel (WC), Incomplete (INC) will not count towards Qualitative Evaluation. For Repeat classes, the latest grade will be included in the Qualitative Evaluation.

**Evaluation Periods** - Milan shall evaluate academic progress for all students at regular intervals (i.e., end of each payment period, academic year, or program completion). Evaluations must be performed when a student reaches the scheduled hours of a payment period and must be completed within seven school business days following the established evaluation periods. Students are notified of all evaluation results. Below are the evaluation periods by program:

Esthetician:

Satisfactory Academic Progress Evaluation Points-Day:

1st Evaluation Point: 300 Hours/12 Weeks

2nd Evaluation Point: 600 Hours/24 Weeks

Satisfactory Academic Progress Evaluation Points-Evening:

1st Evaluation Point: 300 Hours/15 Weeks

2nd Evaluation Point: 600 Hours/30 Weeks

Veterans Satisfactory Academic Progress Evaluation Points - Day:

1st Evaluation Point: 150 Hours/6 Weeks

2nd Evaluation Point: 300 Hours/12 Weeks

3rd Evaluation Point: 450 Hours/18 Weeks

4th Evaluation Point: 600 Hours/24 Weeks

Veterans Satisfactory Academic Progress Evaluation Points - Evening:

1st Evaluation Point: 150 Hours/7.5 Weeks

2nd Evaluation Point: 300 Hours/15 Weeks

3rd Evaluation Point: 450 Hours/22.5 Weeks

4th Evaluation Point: 600 Hours/30 Weeks

Cosmetology

Satisfactory Academic Progress Evaluation Points-Day:

1st Evaluation Point: 450 Hours/15 Weeks

2nd Evaluation Point: 900 Hours/30 Weeks

3<sup>rd</sup> Evaluation Point: 1000 Hours/34 Weeks

Satisfactory Academic Progress Evaluation Points-Evening:

1st Evaluation Point: 450 Hours/22.5 Weeks

2nd Evaluation Point: 900 Hours/45 Weeks  
3rd Evaluation Point: 1000 Hours/50 weeks

### Barbering

Satisfactory Academic Progress Evaluation Points-Day:  
1st Evaluation Point: 450 Hours/15 Weeks  
2nd Evaluation Point: 900 Hours/30 Weeks  
3rd Evaluation Point: 1000 Hours/34 Weeks

### Manicurist:

Satisfactory Academic Progress Evaluation Points-Day:  
1st Evaluation Point: 300 Hours/12 Weeks  
2nd Evaluation Point: 600 Hours/24 Weeks

Veterans Satisfactory Academic Progress Evaluation Points - Day:  
1st Evaluation Point: 150 Hours/6 Weeks  
2nd Evaluation Point: 300 Hours/12 Weeks  
3rd Evaluation Point: 450 Hours/18 Weeks  
4th Evaluation Point: 600 Hours/24 Weeks

### **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and,
- The reason why the student failed to meet the SAP standard(s) and,
- What has changed in the student's situation so that he or she will now be able to meet SAP standards.

Students are allowed one appeal to remain eligible for financial aid in an academic program.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be eligible for financial aid in the same program of study. Students may have the opportunity to return in a different program of study and be eligible for financial aid with an additional Satisfactory Academic Progress appeal.

### **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.



## **LEAVE OF ABSENCE**

Milan Institute of Cosmetology permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader or Director determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and
- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

A student's contract period will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Education Leader or Director provided:



- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

### **Failure to Return from a Leave of Absence**

If the student takes an unapproved LOA or does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

## **ATTENDANCE POLICY**

Attendance is valued and expected. Students are expected to arrive for classes at the scheduled time and remain on task until their scheduled departure time. Student performance and punctuality are important components of dependability and directly relate to employment options in the business world. To ensure the commitment to student success, Milan Institute of Cosmetology expects that attendance be taken in all classes, starting with the first day of the class. Lack of attendance can result in termination of an enrolled student.

Milan Institute of Cosmetology recognizes the correlation between attendance within the program of study and success defined as student achievement. Absences prevent students from receiving essential academic information, disrupt orderly course progress, and diminish the quality of group interaction in class. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will

occur. Milan Institute of Cosmetology does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

### **ACADEMIC ADVISING POLICY**

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System.

### **MAKE-UP WORK**

The school establishes well defined practical and theory course requirements for graduation. Due to the fact that the course is taught to adult students who have many other life responsibilities and who cannot attend class 100% of the scheduled time in most cases, the school has set forth a reasonable policy for making up missed tests or failed tests by re-taking tests to achieve a satisfactory score. Students must pass exams at 75% or higher to be eligible for completion.

Students who have failed or missed an exam, are encouraged to make up the exam as soon as possible during the designated make up exam session facilitated by a campus education official. Students must complete an outline of the chapter or similar assignment prior to making up the test to ensure the student has reviewed the chapter. All tests are similar to State Board format – no notes or open book allowed. Students will take the makeup test in a designated classroom or office with an education official proctoring the exam.

### **GRADUATION REQUIREMENTS**

Upon successful completion of the program students may be eligible to sit for the State licensing exam. Students in all programs must complete all subjects outlined in their designated program with no grade under 75% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to graduation. Students who complete these requirements will receive their Certificate of Completion.

### **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent.

### **LICENSURE EXAMINATION**

Examination for licensure shall consist of both a practical and written examination for each of these principles. The written examination is endorsed by the National Interstate Council of State Boards of Cosmetology (NIC). The practical examination will be the NIC examination specific to the discipline for which licensure is sought. A minimum score of 75% is required to pass the practical and written examinations.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date.

## **FAILURE TO PASS LICENSURE EXAMINATION**

Applicants who fail to pass an examination have the opportunity and responsibility to apply and pay the fee for a Re- Exam date within 1 year of the original scheduled test date. If the Applicant does not pass both the practical and written portion within 1 year of the original scheduled exam- both portions of the exam will need to be retaken.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. Applicant has the opportunity and responsibility to apply and pay the fee for a Re- Exam date.

## **LICENSING REQUIREMENTS**

The general requirements for obtaining a cosmetology license are that all applicants must:

1. pass the State Board Examination;
2. pay the required fee; and
3. Is not less than 17 years of age.
4. Has completed the 10th grade in the public schools of this state or its equivalent.
5. Is not subject to denial pursuant to Section 480.
6. Has done any of the following:
  - a. Completed a course in cosmetology from a school approved by the board.
  - b. Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
  - c. Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
  - d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
  - e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).  
*(Amended by Stats. 2003, Ch. 788, Sec. 14. Effective January 1, 2004.)*

The general requirements for obtaining an esthetician license are that all applicants must:

1. pass the State Board Examination;
2. pay the required fee; and
3. Is not less than 17 years of age.
4. Has completed the 10th grade in the public schools of this state or its equivalent.
5. Is not subject to denial pursuant to Section 480.
6. Has done any of the following:
  - a. Completed a course in skin care from a school approved by the board.
  - b. Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - c. Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section 7332).  
*(Amended by Stats. 2003, Ch. 788, Sec. 16. Effective January 1, 2004.)*

The general requirements for obtaining a barbering license are that all applicants must:

1. pass the State Board Examination;
2. pay the required fee; and
3. Is not less than 17 years of age.
4. Has completed the 10th grade in the public schools of this state or its equivalent.
5. Is not subject to denial pursuant to Section 480.
6. Has done any of the following:
  - a. Completed a course in barbering from a school approved by the board.
  - b. Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - c. Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
  - d. Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.
  - e. Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.
  - f. Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

Manicurist license, The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the required fee and is qualified as follows:

1. Is not less than 17 years of age
2. Has completed the 10th grade in the public schools of this state or its equivalent
3. Is not subject to denial pursuant to Section 480 and
4. Has done any of the following:
  - a. Completed a course in nail care from a school approved by the board.
  - b. Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph
  - c. Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

#### **REFUSAL, REVOCATION OR SUSPENSION OF REGISTRATION OF LICENSE**

The board may either refuse to issue or renew, or may suspend or revoke, any registration or license for any one (1) of the following causes:

- (1) Conviction of a felony evidenced by a certified copy of the record of the court of conviction;
- (2) Malpractice or in competency;

- (3) Continued practice by a person knowingly having an infectious or contagious disease;
- (4) Advertising by means of knowingly false or deceptive statements;
- (5) Habitual intoxication or addiction to the use of morphine, cocaine, or other habit-forming drugs;
- (6) Immoral or unprofessional conduct;
- (7) Where the application is fraudulently made or the registration or license fraudulently obtained;
- (8) The violation of any of the provisions of this chapter, or rules adopted pursuant thereto.

## RE-ENTRY/REINSTATEMENT ASSESSMENT

### All programs except Cosmetology related programs

#### Re-entry/Reinstatements *less* than 6 months from Last Day of Attendance (LDA)

1. If applicable, a student's technical skills will be evaluated to determine current competency in the practical aspects of the program and treated as if the student did not cease attendance for purposes of determining the student's academic standing for the period. If skills are lacking, a Course Improvement Action will be required.
2. The student will be given credit for the courses previously successfully passed. Any student reinstating with a cumulative grade-point average below a 2.00, will repeat any course(s) below a 2.00 GPA.
3. A student with only externship course remaining must be evaluated on technical based skills required for externship. If a student is proficient in all the technical/hands on skills, the student may proceed to externship. If a student is not proficient in all the technical/hands on skills, the student will need to be placed on a Course Improvement Action Plan until skills are considered proficient for the externship.
4. A student may have a discussion with the campus Education Leader to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education Form.
5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

#### Re-entry/Reinstatements *greater* than 6 months from LDA

1. A student accepted for re-entry/reinstatement will be required to pass academic and/or technical skill assessments with a 70% or higher for each course previously completed with a 2.00 GPA or higher to be eligible for course credit. Any course below a 2.00 GPA will be repeated. The Education Leader will set up course and skill assessment with the instructors.
2. A student may have a discussion with the campus Education Leader, after the review of the evaluation for acceptance of prior education, to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.
3. A student must be enrolled in any course(s) that have changed since the prior enrollment.
4. Any student who is reinstating directly to externship will reinstate dependent upon Career Services placement of the student on an extern site. The re-entry/reinstatement date will be provided by Career Services to ensure that a site is available.

5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

#### Additional Re-entry/Reinstatement Guidelines

Re-entering/Reinstating a student who needs skill improvement prior to beginning courses or going to externship:

1. After the evaluation of prior education has been completed, if applicable, a Course Improvement Plan will be executed to enroll a student into a specific course to prepare the student to successfully move forward in the program (examples - additional modules or externship). This will often be used for skill improvement in medical, dental, and massage.
2. The Course Improvement Plan should include specific skills and/or knowledge the student is deficient and needs improving. The student will be enrolled into the course that offers laboratory/clinical that will allow the student to successfully reach proficiency. A student will be enrolled into an entire course or module focusing on specific skills that requirement improvement.
3. The Course Improvement Plan must contain the specific course or module the student is enrolling and specific skills focusing on (in addition to the course content). It is imperative that the student is enrolled and scheduled in a specific course or module.
4. Once the student is enrolled in the course, the course grade previously earned will revert to Repeat ("R"). A new course with scheduled and attended hours will appear on the transcript.

#### All Cosmetology Related Programs

Re-entry/Reinstatements *less* than 6 months from LDA

1. The student will be given credit for the technical skills, academic tests, and hours previously completed. In addition, if applicable, attendance, academic, and practical action plans will be created to ensure student success.
2. Students who are accepted for re-entry/reinstatement in these clock hour programs within 180 days from their last date of attendance will be allowed to maintain their prior earned hours.
3. A student may have a discussion with the campus Education Leader to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.
4. Any student re-entry/reinstatement with a cumulative grade-point average below a 2.00 will have an academic assessment completed (written assessment). If applicable, an academic action plan will be created to assist the student in achieving the required 2.00 GPA.
5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

Re-entry/Reinstatements *greater* than 6 months from LDA

1. Any student accepted for re-entry/reinstatement in a clock hour program after 180 days from their last date of attendance will have assessment testing completed to determine retention of prior education – both academic and technical assessments.
2. Assessments determines the prospective student's technical skills and academic knowledge compared to Milan's check points as defined for student progress.



3. A student may have a discussion with the campus Education Leader, after the review of the evaluation for acceptance of prior education, to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.
4. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

## **VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS**

In addition to the standard policies in this catalog, the following applies to veterans and eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy, Satisfactory Academic Progress, and Attendance policies.

### **Payments**

Regarding PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e): Milan Institute/Milan Institute of Cosmetology does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33.

Eligible students must submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue have access to classes, libraries, and other institutional facilities as outlined in our catalog. No late fees will be assessed, and student's accounts will be considered on hold, up to 90 days. Title 38 USC 3679 (e).

### **Transfer of Credit Policy**

During the enrollment process, incoming veterans and eligible persons are required notify their admissions representative regarding their previous coursework. Veterans and eligible persons are required to request a credit for previous coursework for any program offered by the school. The institution will evaluate all previous education and training and grant credit when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process.

Each student must provide the school with (1) an official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form prior to enrollment. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program. The Department of Veterans Affairs does not permit re-certification of courses successfully completed in the past.

### **Satisfactory Academic Progress**

Veteran students must have a minimum of four evaluations points for Satisfactory Academic Progress ("SAP") during their program, regardless of the length of the program. All Evaluation Points are listed in the Program Outlines portion of the catalog. All Quantitative and Qualitative Evaluation benchmarks are still required. Students should refer to the "Satisfactory Academic Progress Policy" portion of this catalog for more detailed information specific to their program.

As with regular students, when progress of a student is unsatisfactory for an evaluation period, the student will be placed on financial aid warning. If, however, during the next progress period the student's progress is still unsatisfactory, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately. Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program. The Department of Veterans Affairs does not permit re-certification of courses successfully completed in the past. Students should refer to the "Satisfactory Academic Progress Policy" portion of this catalog for more detailed information specific to their program.

### **Academic Advising**

This section is the same for all students. See the appropriate catalog section for more information.



**Attendance Advising**

This section is the same for all students. See the appropriate catalog section for more information.

**Leave of Absence**

Students receiving veterans' educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.

**DISTANCE EDUCATION**

Milan Institute offers traditional education programs and hybrid distance education programs. Traditional education is 100% on ground. All Veteran students are 100% on ground. Milan Institute offers some programs via hybrid distance education. Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture and lab hours listed per course.

**PROGRAM TITLE:** ESTHETICIAN

600 hours

**INSTRUCTOR'S NAME:** \_\_\_\_\_

**PROGRAM MISSION:**

The mission of the program is to train students in the Esthetics skills necessary to pass the State Board examination and to obtain related employment in the field.

**PROGRAM PURPOSE:**

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 examination and for competency in job entry level positions in Esthetics or related career field.

**PROGRAM DESCRIPTION:**

The Esthetician program provides the student with the knowledge and skills of the practice of skin services. The program provides students technical instruction and practical training in the areas of facials, health and safety, creative hair removal and makeup. All classes are taught in English.

**PROGRAM 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 value received.
4. Perform the basic skin care services, work with facial machines, hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Skin Care Specialist 39-5094.00

**REQUIREMENTS FOR COMPLETION OF THE PROGRAM:**

Students must complete all subjects outlined in their designated program with no grade under 75% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to graduation.

**PROGRAM TEXTS:**

**Milady's Standard:** MindTap Esthetics for Milady Standard Esthetics, 11th Edition

**Milady's Standard:** Online Licensing Preparation Access Code

**State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)

**State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)

**State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Micro-dermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**INSTRUCTIONAL 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. 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 well-developed lesson

plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills on ground. Students will receive distance education instruction via a modified synchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Due to synchronous education methodology, students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

### **TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. **All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education will be required be evaluated on campus at least every 30 scheduled hours.** Students will also be required to take a written, phase one final exam, a mid-term and a final exam. Practical Skills will be tested with a Practical Exam at the completion of Phase One Training, Mid Term at the completion of approximately 300 hours and Final at the completion of approximately 500 hours or more. A student must complete the minimum hours in each subject in order to graduate and be eligible to take the state board exams.

### **EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

### **GRADING SYSTEM:**

#### **WRITTEN AND PRACTICAL**

<b>90% - 100%</b>	<b>= A</b>
<b>80% - 89%</b>	<b>= B</b>
<b>70% - 79%</b>	<b>= C</b>
<b>60% - 69%</b>	<b>= D</b>
<b>Below 60%</b>	<b>= F</b>

### **BELOW 75% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

### **KNOWLEDGE AND SKILL OBJECTIVES:**

**Important Notification** – the minimum hours of technical instruction hours per subject must be completed to be eligible for completion and state board exams. In addition, the minimum number of operations and operation hours must be completed to be eligible for completion and state board exams. Depending on how long a student needs to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not have the minimum hours required in a subject. If a student does not have meet the total number of hours required, the student will need to complete additional hours to meet the requirements in that subject.

### **Technical Instruction and Practical Training in Facials-350 Hours**

Includes, but is not limited to the following techniques and procedures:

#### **Manual, Electrical and Chemical Facials**

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

Chemical Facials include chemical skin peels, packs, masks and scrubs.

#### **Technical Instruction/Theory**

*Distance Education Delivery – up to 100 hours*

**Minimum Practical Instruction-** 150 Total Operations

45 Manual Facials

60 Chemical Facials

45 Electrical Facials

*Distance Education Delivery: up to 112 hours*

#### **Preparation**

Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

#### **Technical Instruction/Theory**

*Distance Education Delivery- up to 40 hours*

**Minimum Practical Instruction-** 75 Total Operations

50 Professional Development

25 Salon Busines

*Distance Education Delivery: up to 10 hours*

### **Technical Instruction and Practical Training in Health and Safety – 200 hours**

Includes, but is not limited to the following techniques and procedures:

**Laws and Regulations** – The Barbering and Cosmetology Act and the Board’s Rules and Regulations

#### **Technical Instruction/Theory**

*Distance Education Delivery- up to 20 hours*

**Health and Safety Considerations** (including the State Board Health and Safety Curriculum) - 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.

#### **Technical Instruction/Theory**

*Distance Education Delivery- up to 50 hours*

**Disinfection and Sanitation:** 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.

**Technical Instruction/Theory**

*Distance Education Delivery- up to 25 hours*

**Minimum Practical Instruction** – 210 Operations

210 - Sanitation and Disinfection

*Distance Education Delivery: up to 25 hours*

**Anatomy, and Physiology** - Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

**Technical Instruction/Theory**

*Distance Education Delivery- up to 30 hours*

### **Technical Instruction and Practical Training in Creative Hair Removal and Make-up – 50 hours**

**Includes, but not limited to:**

**Eyebrow Beautification-** Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

**Technical Instruction/Theory**

*Distance Education Delivery- up to 14 hours*

**Minimum Practical Instruction** – 50 Operations

10-Hair Removal- Use of Tweezers

40-Hair Removal- Use of Wax

*Distance Education Delivery: up to 5 hours*

**Make-up** - Skin analysis, basic and corrective application, application of false eyelashes.

**Technical Instruction/Theory**

*Distance Education Delivery- up to 14 hours*

**Minimum Practical Instruction** – 40 Operations

40- Make Up Demonstrations

*Distance Education Delivery: up to 5 hours*

## **600 TOTAL PROGRAM HOURS**

### **Up to 450 TOTAL Distance Education Delivery Hours**

The Day version of this program is scheduled for 25 hours per week. The Night version of this program is scheduled for 20 hours per week.

**PROGRAM TITLE:** COSMETOLOGY

1000 hours

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology 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 examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening session.

**PROGRAM 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 value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- **Milady's Standard:** MindTap Beauty & Wellness, Instant Access for Milady's Standard Cosmetology , 13th Edition
- **State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- **State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- **State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**INSTRUCTIONAL 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. 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills both via distance education and on ground. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (950 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the

completion of approximately 950 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

### EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study with a written assessment. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required be evaluated on campus at least once every 30 days. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C*
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher to graduate

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

### KNOWLEDGE AND SKILL OBJECTIVES:

#### 100 HOURS: Technical Instruction and Practical Training in Health and Safety

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations ,and physical and sexual assault awareness.

**Technical Instruction/Theory –Distance Education Delivery:76 hours**

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

#### 100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

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

**Technical Instruction/Theory – Distance Education Delivery:15 hours**

**Practical Instruction** – 500 Operations

500 Disinfection and Sanitations



**38 HOURS: Technical Instruction and Practical Training in Professional Development**

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory – Distance Education Delivery: 25 hours**

**Practical Instruction – 50 Total Operations**

50 Professional Development

**262 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory – Distance Education Delivery: 76 hours**

**Practical Instruction – 245 Total Operations**

160 Hairstyling (Shampoo is included in all hairstyling -not recorded as a separate service)

85 Haircuts

**200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory – Distance Education Delivery: 73 hours**

**Practical Instruction - 135 Total Operations**

55 Chemical Texture Services

80 Haircoloring

**150 HOURS: Technical Instruction and Practical Training in Skin Care Services**

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

**Technical Instruction/Theory – Distance Education Delivery: 44 hours**

**Practical Instruction – 75 Total Operations**

60 Facials (Manual, Chemical, and Electrical)

15 Makeup Applications

**50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

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

**Technical Instruction/Theory – Distance Education Delivery: 10 hours**

**Practical Instruction - 60 Operations**

40 Hair Removal

20 Lash and Brow Beautification

**100 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

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

**Technical Instruction/Theory – Distance Education Delivery: 41 hours**

**Practical Instruction - 155 Operations**

20 Manicures

15 Pedicures

120 Nail wraps, Acrylic and Artificial nails.

**1000 TOTAL HOURS**

**360 Total Distance Education Hours**

**PROGRAM TITLE:** BARBERING

1000 hours

**PROGRAM DESCRIPTION:**

The primary purpose of the Barbering 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 examination and for competency in job entry level positions in Barbering or related career fields. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 364 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening students.

**PROGRAM 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 value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, shaving techniques, and facial services.
5. Perform the basic analytical skills to determine proper hairstyle and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- **Milady's Standard:** MindTap Beauty & Wellness, Instant Access for Milady's Standard Barbering , 6th Edition
- **State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- **State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- **State Board Health and Training Course Exam Book:**  
[https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Professional Men's Services: Haircutting, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Peels and Peeling Agents, Art of African Hair Design, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**INSTRUCTIONAL 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. 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills both via distance education and on ground. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (950 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the

completion of approximately 950 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

### EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study with a written assessment. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required be evaluated on campus at least once every 30 days. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% - 100% = A

80% - 89% = B

70% - 79% = C\*

60% - 69% = D

Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher to graduate

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

### KNOWLEDGE AND SKILL OBJECTIVES:

#### 100 HOURS: Technical Instruction and Practical Training in Health and Safety

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory – Distance Education Delivery 76 hours**

**Practical Instruction – 100 Total Operations**

75 Hair and Skin Analysis

25 Chemical Formulations

#### 115 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

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

**Technical Instruction/Theory – Distance Education Delivery 15 hours**

**Practical Instruction – 500 Operations**

500 Disinfection and Sanitations

#### 38 HOURS: Technical Instruction and Practical Training in Professional Development

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory – Distance Education Delivery 25 hours**

**Practical Instruction – 50 Total Operations**  
50 Professional Development

### **317 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory – Distance Education Delivery 75 hours**

**Practical Instruction – 320 Total Operations**  
160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)  
160 Haircuts

### **200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory – Distance Education Delivery 73 hours**

**Practical Instruction - 135 Total Operations**  
55 Chemical Texture Services  
80 Haircoloring

### **230 HOURS-Technical Instruction and Practical Training in Shaving and Trimming of the Beard**

**Shaving and Trimming of the Beard:** Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

**Technical Instruction/Theory – Distance Education Delivery 107 hours**

**Practical Instruction – 140 Operations**  
60 Facials  
80 Shaving Techniques

## **1000 TOTAL HOURS**

**371 Total Distance Education Hours**

**PROGRAM TITLE:** Manicurist Course

600 hours

**PROGRAM MISSION:**

The mission of the program is to train students in the manicurist skills necessary to pass the State Board examination and to obtain related employment in the field.

**PROGRAM PURPOSE:**

The primary purpose of the Manicurist 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 examination and for competency in job entry level positions as a Nail Technician or related career avenue.

**PROGRAM DESCRIPTION:**

The Manicurist program provides the student with the knowledge and skills of the practice of nail services. The program provides students technical instruction and practical training in the areas of nail care, health and safety, and creative nail art concepts and salon business. In addition, an additional 200 hours spread through the program will provide students with creative techniques in Nail Air Brushing, Creative Nails, and Nail Art. All classes are taught in English.

**PROGRAM 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 the basic manipulative skills in the areas of manicures, pedicures, nail tips, wraps, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping 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.

**CLASSIFICATION OF INSTRUCTIONAL PROGRAMS CODE:**

12.0410 Nail Technician/Specialist and Manicurist.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

39-5092.00 Manicurist and Pedicurist

**REQUIREMENTS FOR COMPLETION OF THE PROGRAM:**

Students must complete all subjects outlined in their designated program with no grade under 75% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 75% on the exam prior to graduation.

**PROGRAM TEXTS:**

**Milady's Standard:** MindTap Beauty & Wellness, Instant Access for Milady's Standard Nail Technology , 8th Edition

**State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)

**State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)

**State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

Nail Structure and Product Chemistry, Doulas Schoon

The Salon Professional's Guide to Foot Care, Godfrey Mix

Salon Ovations Q and A, Vicki Peters

Milady's Guide to Owning and Operating a Nail Salon, Joanne Wiggins

Various Videos and DVDs

Milady Nail Technology DVDs

**INSTRUCTIONAL 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. 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills both via distance education and on ground. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

### TESTING POLICY:

Theory knowledge will be evaluated after each unit of study. Students will also be required to take a written Phase One Final exam, Mid-Term Exam and a Final exam. Practical Skills will be tested with a Mini Board at the completion of Phase One Training, Mid Term and at the completion of the program. A student must complete the minimum hours in each subject in order to graduate and be eligible to take the state board exams.

### EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study with a written assessment. **All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education will be required be evaluated on campus at least every 30 scheduled hours** Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Below 60% = F

#### BELOW 75% = BELOW STANDARDS/NEEDS IMPROVEMENT\*

\*All Assessments (practical and/or written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

### KNOWLEDGE AND SKILL OBJECTIVES:

**Important Notification** – the minimum hours of technical instruction hours per subject must be completed to be eligible for completion and state board exams. In addition, the minimum number of operations and operation hours must be completed to be eligible for completion and state board exams. Depending on how long a student needs to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not have the minimum hours required in a subject. If a student does not have meet the total number of hours required, the student will need to complete additional hours to meet the requirements in that subject.

### Technical Instruction and Practical Training in Nail Care – 300 hours

Includes, but is not limited to the following techniques and procedures:

- Water and Oil manicures
- Hand and Arm Massage
- Complete pedicure including foot and ankle massage
- Artificial Nail Applications – liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs
- Nail Analysis

**Technical Instruction/Theory** - 60 hours

*Distance Education Delivery- 30 hours*

**Minimum Practical Instruction** – 900 Total Operations

60 Manicures

40 Pedicures

800 Nail Applications

### **Technical Instruction and Practical Training in Health and Safety – 100 hours**

Includes, but is not limited to the following techniques and procedures:

**Laws and Regulations** – The Barbering and Cosmetology Act and the Board’s Rules and Regulations

**Technical Instruction/Theory** – 12 hours

*Distance Education Delivery- 12 hours*

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

**Technical Instruction/Theory** - 30 hours

*Distance Education Delivery- 30 hours*

**Disinfection and Sanitation** – 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. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures.

**Technical Instruction/Theory** - 20 hours

*Distance Education Delivery- 20 hours*

**Minimum Practical Instruction** – 72 Operations

**Bacteriology, Anatomy, and Physiology** -Bacteriology, anatomy, physiology, and nail analysis and conditions

**Technical Instruction/Theory** – 20 hours

*Distance Education Delivery- 20 hours*

### **Technical Instructor and Practical Training in Creative Nail Art Concepts and Salon Business – 200 hours**

Includes, but not limited to:

**Creative Nails** – Creative Nail Designs, Air Brushing Techniques, and Nail Art

**Technical Instruction/Theory** – 20 hours

*Distance Education Delivery- 20 hours*

**Minimum Practical Instruction** – 1000 nail Operations

**Salon Business and Professionalism** - Business and communication skills, including professional ethics, customer service skills, decorum, record keeping, and client service records, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

**Technical Instruction/Theory** – 30 hours

*Distance Education Delivery- 30 hours*

**Minimum Practical Instruction** – 100 Operations

## **600 TOTAL PROGRAM HOURS**

- **162 TOTAL Distance Education Delivery Hours**



## CATALOG INSERT I - STAFF INSERT

**Milan Institute of Cosmetology**  
 1679 E. Monte Vista Avenue, Suite 200  
 Vacaville, CA 95688

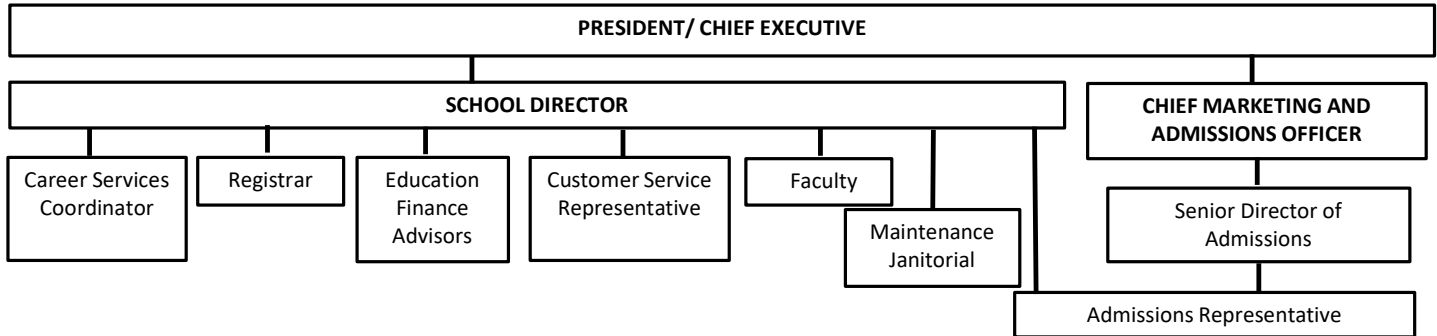
Effective: July 2022

P: (707) 425-2288

(707) 425-6876

[www.milaninstitute.edu](http://www.milaninstitute.edu)

### Organizational Chart



### Administration

President/Chief Executive Officer	Gary Yasuda	Senior Director of Admissions – Mgt	Roger Moore
Chief Human Resources and Administrative Officer	Tara Sprague	Senior Director of Admissions	Patricia Villegas
Chief Mktg & Admissions Officer	Fred Carini	Director of Education	Jean Rydahl

### Campus Administration

School Director	Toniika Wakefield	Customer Service Specialist	Maria Palacios
Education Leader	Yer Sanchez	Career Services Coordinator	Kaitlyn Chilson
Admissions Advisor	Darla Snoke	Registrar	Christal Perez
Admissions Advisor	Salisu Ohiosumua	Education Finance Advisor	Kimberly Fine
Inventory Specialist	Lalaine Manasam		

### Faculty

#### Barbering, Cosmetology, Esthetician, and Manicurist Programs

Instructor	Angela Sanchez	8 years as a licensed Esthetician
Instructor	Hope Carter	36 years as a licensed Cosmetologist
Instructor	Jesus Cardenas	5 years as a licensed Esthetician
Instructor	Jose Gonzalez	5 years as a licensed Barber
Instructor	Kaja Jones	8 years as a licensed Cosmetologist
Instructor	Katie McCalmon	9 years as a licensed Cosmetologist
Instructor	Nichelle Haynes	9 years as a licensed Esthetician, 10 years as a licensed Cosmetologist
Instructor	Nychelle White	26 years as a licensed Cosmetologist
Instructor	Rylee Beathe	6 years as a licensed Cosmetologist

## Milan Institute of Cosmetology

### Catalog Insert II - Schedule of Tuition and Costs

All courses are taught at 1679 E. Monte Vista Avenue, Suite 200, Vacaville, CA 95688

Effective April 1, 2023

Program	Effective Date	Milan Books/ Materials	Student Tuition Recovery Fund (STRF)*	Chrome-book	Lab Fee	Tuition 1st Academic Year	Tuition 2nd Academic Year	Total Tuition for entire period of attendance	Total charges for the entire educational program
<b><i>Cosmetology</i></b>	8/30/2022	Provided	\$40.00	\$233.53	\$350.00	\$14,288.82	\$1,587.65	\$15,876.47	<b>\$16,500.00</b>
<b><i>Barbering</i></b>	8/30/2022	Provided	\$40.00	\$233.53	\$350.00	\$14,288.82	\$1,587.65	\$15,876.47	<b>\$16,500.00</b>
<b><i>Esthetician</i></b>	4/1/2023	Provided	\$35.00	\$233.53	\$350.00	\$6,603.24	\$6,603.23	\$13,206.47	<b>\$13,825.00</b>
<b><i>Manicurist</i></b>	7/28/2022	Provided	\$25.00	\$233.53	\$350.00	\$4,695.74	\$4,695.73	\$9,391.47	<b>\$10,000.00</b>

**Additional Cost Disclosures:**

**Book Costs** - Students have to option to purchase required books and materials separately, see Enrollment Agreement.

# Catalog Insert III - Start Calendar and Student Holiday Calendar

MILAN INSTITUTE OF COSMETOLOGY

Effective: January 1, 2023

1679 E. Monte Vista Avenue, Suite 200, Vacaville, CA 95688

Business Hours

P: (707) 425-2288

F: (707) 429-8342

Monday- Wednesday 9:00 AM- 9:30 PM  
Friday 9:00 AM- 5:00 PM

Thursday-

[www.milaninstitute.edu](http://www.milaninstitute.edu)

## CLASS START CALENDAR

2023	Cosmetology & Barbering - Day (Mon-Fri)	Cosmetology & Barbering - Evening (Mon-Fri)	Esthetician - Day (Tue-Fri)	Esthetician - Evening (Mon - Fri)	Manicurist - Day (Mon - Thu)	Manicurist - Evening (Mon - Fri)
January	1/23/2023	1/17/2023	1/3/2023	1/3/2023	1/23/2023	1/17/2023
February	2/6/2023	2/27/2023	2/7/2023	2/13/2023	2/27/2023	2/21/2023
March	3/06/2023 3/20/2023	3/20/2023	3/14/2023	3/27/2023	No Starts	3/27/2023
April	4/17/2023	No Starts	4/18/2023	No Starts	4/3/2023	No Starts
May	5/1/2023 5/30/2023	5/1/2023 5/22/2023	5/23/2023	5/8/2023	5/8/2023	5/1/2023
June	6/12/2023	No Starts	6/27/2023	6/19/2023	6/12/2023	6/5/2023
July	7/17/2023 7/31/2023	7/10/2023 7/31/2023	No Starts	No Starts	7/24/2023	7/17/2023
August	8/28/2023	No Starts	8/8/2023	8/7/2023	8/28/2023	8/21/2023
September	9/11/2023	9/11/2023	9/12/2023	9/18/2023	No Starts	9/25/2023
October	10/9/2023 10/23/2023	10/2/2023	10/17/2023	10/30/2023	10/2/2023	10/30/2023
November	11/27/2023	11/13/2023	11/28/2023	No Starts	11/6/2023	No Starts
December	12/11/2023	12/11/2023	No Starts	12/18/2023	12/11/2023	12/11/2023

## HOLIDAY SCHEDULE

## STUDENT HOLIDAY CALENDAR

2023 STUDENT HOLIDAY CALENDAR	
Winter Break Cont. (student unscheduled)	1/1/2023-1/2/2023
New Year's Day - CLOSED	1/2/2023
Martin Luther King, Jr. Day - CLOSED	1/16/2023
President's Day - CLOSED	2/20/2023
Memorial Day - CLOSED	5/29/2023
Summer Break (Student unscheduled)	7/2/2023-7/9/2023
Independence Day - CLOSED	7/4/2023
Labor Day - CLOSED	9/4/2023
Thanksgiving - CLOSED	11/23/2023- 11/26/2023
Winter Break - (students unscheduled)	12/24/2023- 12/31/2023
Christmas Day - CLOSED	12/25/2023 (Observed)

## PROGRAM SCHEDULES

### Barbering:

Day classes are offered Monday - Friday from 9:00 a.m. to 3:30 p.m. for 34 weeks. Evening classes are offered Monday - Friday from 5:30 p.m. to 9:30 p.m. for 50 weeks.

### Cosmetology:

Day classes are offered Monday - Friday from 9:00 a.m. to 3:30 p.m. for 34 weeks. Evening classes are offered Monday - Friday from 5:30 p.m. to 9:30 p.m. for 50 weeks.

### Esthetician:

Day classes are offered Tuesday - Friday from 10:00 a.m. to 4:45 p.m. for 24 weeks. Evening classes are offered Monday - Friday from 5:30 p.m. to 9:30 p.m. for 30 weeks.

### Manicurist:

Day classes are offered: Monday through Thursday, 8:00 a.m. to 2:45 p.m. for 24 weeks. Evening classes are offered Monday - Friday from 5:30 p.m. to 9:30 p.m. for 30 weeks.