



*"Your Bridge To Your Future"*

*2018-2019*

## *SCHOOL CATALOG*

**VICTORVILLE- MAIN CAMPUS  
CAMPUS**

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VICTORVILLE CA. 92395  
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**RANCHO CUCAMONGA**

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[www.bridgesbeautycollege.com](http://www.bridgesbeautycollege.com)

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## **Financial Aid not available at this time**

ALL INSTITUTIONAL, STATE, ACCREDITING AGENCY AND FEDERAL AGENCY RULES AND REGULATIONS PUBLISHED IN THIS CATALOG MUST BE FOLLOWED BY ALL STUDENTS REGARDLESS OF THE FINANCIAL PROGRAM THEY ARE ENROLLED UNDER.







































































- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number Who Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	4	4	4	0	100%
2015	6	0	0	0	0%

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

*Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed In Field	\$1,000-\$5,000	\$5,001-\$10,000	\$10,001-\$15,000	No Salary Information Reported
2016	0	0	0	0	0	0
2015	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. You may request this list from an Admissions Representative.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: \$2,975. Additional charges may be incurred if the program is not completed on-time.

## Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.	The percentage of graduates in 2016 with federal student loans as calculated by the institution
7.4%	0%	\$4,184	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**This program has not had any graduates with loans yet as this program is new.**

### **BRIDGES BEAUTY COLLEGE**

16515 MOJAVE DR, Victorville, CA 92395

(760)245-2522 Fax: (760)245-5681

[www.bridgesbeautycollege.com](http://www.bridgesbeautycollege.com)

### **SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS 2015 & 2016**

**Manicuring - 400 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
<b>2016</b>	7	7	1	14%
<b>2015</b>	9	9	5	56%

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	9	9	9	100%
2015	7	7	6	86%

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

*Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate Employed in the Field
2016	0	0	0	0	0%
2015	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training by requesting this from an Admissions Representative or refer to the School Catalog.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	0	0
2015	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent or	Total Graduates Employed in the Field
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		<b>Aggregated Positions</b>	
2016	0	0	0
2015	0	0	0

**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed Who Are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2016	0	0
2015	0	0

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2016	0	0
2015	0	0

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.
- 
- **License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number Who Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	5	5	4	1	80%
2015	9	7	7	0	100%

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

*Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed In Field	\$1,000-\$5,000	\$5,001-\$10,000	\$10,001-\$15,000	No Salary Information Reported
2016	0	0	0	0	0	0
2015	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. You may request this list from an Admissions Representative.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: \$2,975. Additional charges may be incurred if the program is not completed on-time.

## Federal Student Loan Debt

<b>Most recent three year cohort default rate, as reported by the United State Department of Education.<sup>1</sup></b>	<b>The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.</b>	<b>The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.</b>	<b>The percentage of graduates in 2016 with federal student loans as calculated by the institution</b>
<b>7.4%</b>	<b>0%</b>	<b>\$6,412</b>	<b>0%</b>

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

### **SCHOOL PERFORMANCE FACT SHEET FOR COSMETICIAN 15-16**

**NOT AVAILABLE** . "This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data." Please Note: If the institution is offering a new degree program it may be longer than two years before there is data to report for the program. However, the institution should not wait for two graduating classes to report data. Institutions should report data as soon as it is available.

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.

## **Definitions CONT.**

- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment whichever is later. The notice of cancellation shall be in writing and submitted directly to the Admission Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

This fact sheet is filed with the bureau for private postsecondary education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding the fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**P.O. Box 980818**  
**West Sacramento,**  
**CA 95798-0818**  
**Web site: [www.bppve.ca.gov](http://www.bppve.ca.gov)**  
**P: (888) 370-7589 or (916) 431-6959 F: (916) 263-1897**

You may have questions relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding the fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

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## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and parents or guardians of dependent minors certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Bridges Beauty College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent (**each time**) before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Bridges Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a

student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bridges Beauty College.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within Bridges Beauty College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CONT.**

in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State

postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)the information is necessary to determine eligibility

for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations \ conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.

(§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

• To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegations made against him or her. (§99.31(a)(14))

• To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

e-CFR Data is current as of December 6, 2011

### **Title 34: Education**

#### **PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

##### **Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records**

§ 99.37 What conditions apply to disclosing directory information?

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:

(1) The types of personally identifiable information that the agency or institution has designated as directory information;

(2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without complying

with the notice and opt out conditions in paragraph (a) of this section. However, the agency or institution must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

(c) A parent or eligible student may not use the right under paragraph (a)(2) of this section to opt out of directory information disclosures to prevent an educational agency or institution from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

(d) An educational agency or institution may not disclose or confirm directory information without meeting the written consent requirements in §99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

(Authority: 20 U.S.C. 1232g(a)(5) (A) and (B))

[53 FR 11943, Apr. 11, 1988, as amended at 73 FR 74854, Dec. 9, 2008e-CFR Data is current as of December 6, 2011

#### **Title 34: Education**

#### **PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

#### **Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records**

§ 99.31 Under what conditions is prior consent not required to disclose information?

(a) An educational agency or institution may disclose personally identifiable information from an education record of

(b) a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:  
(1)(i)(A) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.

(B) A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party—

( 1 ) Performs an institutional service or function for which the agency or institution would otherwise use employees;

( 2 ) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and

( 3 ) Is subject to the requirements of §99.33(a) governing the use and re-disclosure of personally identifiable information from education records.

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

(2) The disclosure is, subject to the requirements of §99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Note: Section 4155(b) of the No Child Left Behind Act of 2001, 20 U.S.C. 7165(b), requires each State to assure the Secretary of Education that it has a procedure in place to facilitate the transfer of disciplinary records with respect to a suspension or expulsion of a student by a local educational agency to any private or public elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

(3) The disclosure is, subject to the requirements of §99.35, to authorized representatives of—

(i) The Comptroller General of the United States;

(ii) The Attorney General of the United States;

(iii) The Secretary; or

(iv) State and local educational authorities.

(4)(i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

(A) Determine eligibility for the aid;

(B) Determine the amount of the aid;

(C) Determine the conditions for the aid; or

(D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a)(4)(i) of this section, *financial aid* means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

(Authority: 20 U.S.C. 1232g(b)(1)(D))•To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to e-CFR Data is current as of December 6, 2011

#### **Title 34: Education**

#### **PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

#### **Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records**

§ 99.34 What conditions apply to disclosure of information to other educational agencies or institutions?

(a) An educational agency or institution that discloses an education record under §99.31(a)(2) shall:

(1) Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless:

(i) The disclosure is initiated by the parent or eligible student; or

(ii) The annual notification of the agency or institution under §99.7 includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;

(2) Give the parent or eligible student, upon request, a copy of the record that was disclosed; and

(3) Give the parent or eligible student, upon request, an opportunity for a hearing under subpart C.

(b) An educational agency or institution may disclose an education record of a student in attendance to another educational agency or institution if:

(1) The student is enrolled in or receives services from the other agency or institution; and

(2) The disclosure meets the requirements of paragraph (a) of this section.

(Authority: 20 U.S.C. 1232g(b)(1)(B))

[53 FR 11943, Apr. 11, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008] e-CFR Data is current as of December 6, 2011

#### **Title 34: Education**

#### **PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

#### **Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records**

§ 99.35 What conditions apply to disclosure of information for Federal or State program purposes?

[Link to an amendment published at 76 FR 57642, 2011.](#)

(a)(1) Authorized representatives of the officials or agencies headed by officials listed in §99.31(a)(3) may have

#### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CONT**

access to education records in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

(2) Authority for an agency or official listed in §99.31(a)(3) to conduct an audit, evaluation, or compliance or enforcement activity is not conferred by the Act or this part and must be established under other Federal, State, or .local authority.

(b) Information that is collected under paragraph (a) of this section must:

(1) Be protected in a manner that does not permit personal identification of individuals by anyone other than the officials or agencies headed by officials referred to in paragraph (a) of this section, except that those officials and agencies may make further disclosures of personally identifiable information from education records on behalf of the educational agency or institution in accordance with the requirements of §99.33(b); and

(2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.

(c) Paragraph (b) of this section does not apply if:

(1) The parent or eligible student has given written consent for the disclosure under §99.30; or

(2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C. 1232g(b)(3))

[53 FR 11943, Apr. 11, 1988, as amended at 73 FR 74854, Dec. 9, 2008] e-CFR Data is current as of December 6, 2011

#### **Title 34: Education**

#### **PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

#### **Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records**

§ 99.36 What conditions apply to disclosure of information in health and safety emergencies?

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from—

(1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

(2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or

(3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination, the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

(Authority: 20 U.S.C. 1232g (b)(1)(I) and (h))

[53 FR 11943, Apr. 11, 1988; 53 FR 19368, May 27, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008] e-CFR Data is current as of December 6, 2011

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.39 What definitions apply to the nonconsensual disclosure of records by postsecondary educational institutions in connection with disciplinary proceedings concerning crimes of violence or non-forcible sex offenses?

As used in this part:

*Alleged perpetrator of a crime of violence* is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses that are defined in appendix A to this part:

Arson

Assault offenses

Burglary

Criminal homicide—manslaughter by negligence

Criminal homicide—murder and non-negligent manslaughter

Destruction/damage/vandalism of property

Kidnapping/abduction

Robbery

Forcible sex offenses.

*Alleged perpetrator of a non-forcible sex offense* means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest. These offenses are defined in appendix A to this part.

*Final results* means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within the institution. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the institution against the student.

*Sanction imposed* means a description of the disciplinary action taken by the institution, the date of its imposition, and its duration.

*Violation committed* means the institutional rules or code sections that were violated and any essential findings supporting the institution's conclusion that the violation was committed.

(Authority: 20 U.S.C. 1232g(b)(6))

[65 FR 41853, July 6, 2000]

## **PROGRESS POLICY**

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

## **ENGLISH AS A SECOND LANGUAGE**

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

## **NOTICE OF STUDENT RIGHTS**

1. You may cancel your contract for school, without any penalty or obligation on the seventh business day following your first class session as described in the Notice of Cancellation Form that will be given to you in your first class. Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address, and phone number below for information.

**If you have any complaints, questions, or problems you cannot work out with the school, write or call:**

**BUREAU FOR PRIVATE POSTSECONDARY  
EDUCATION**

**2535 Capitol Oaks Drive, Suite 400**

**W. SACRAMENTO, CA. 95833**

**(916) 431-6959**

**Or**

**NACCAS**

**3015 Colvin Street**

**Alexandria, VA 22302**

**(703) 600-7600**

## **SCHOOL CLOSURE**

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

If the school closes permanently and ceases to offer instruction after the students have enrolled, and instruction has begun, the school must make arrangements for students. The school has an option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

### **COURSE CANCELLATION**

If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

If the school cancels a course and or program and ceases to offer the instruction after students have enrolled and instruction has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide a pro rata refund for all students transferring to another school based on the hours accepted by The receiving school

### **GRIEVANCE POLICY**

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Director; Ms. Irma Silva.
3. If you are unable to deliver the form to the Director you may deliver it to the Vice President:  
**Ms. Ivet Silva @ Bridges Beauty College- 16515 MOJAVE DR. VICTORVILLE, CA. 92395**
4. All grievances regardless of their nature will be turned over to the owner and reviewed.
5. The director will evaluate the grievance and set up an appointment with the person within five days from the receipt of the form. If the grievance is an emergency it will be addressed within 24 hours.
6. Any grievances that you cannot workout with the institution you may contact:

**BUREAU FOR PRIVATE POSTSECONDARY  
EDUCATION  
2535 Capitol Oaks Drive, Suite 400  
W. SACRAMENTO, CA. 95833  
Ph# (916) 431-6959**

Or

**NACCAS  
3015 Colvin Street  
Alexandria, VA 22302  
(703) 600-7600**

### **BRIDGES BEAUTY COLLEGE: FEDERAL CLERY DISCLOSURE ACT STATEMENT**

Federal Clery Disclosure Act requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period

**Occurrences 2017 Calendar Year**

Crimes Reported	2017	Location:#338 and #338-2 C=Campus N=Non-campus P=Public	Hate Crime?
Murder (Includes non-negligent manslaughter)	0		
Negligent manslaughter	0		
Sex offenses (forcible & non-forcible)	0		
Sex Offenses (Incest, Statutory rape)	0		
Robberies	0		
Aggravated assaults	0		
Burglaries	0		
Motor Vehicle Thefts (on Campus)	0		
Arson	0		

*Petty Theft. No report desired.			
<b>Number of arrest made for the following crimes</b>	<b>2017</b>	<b>Referred for campus disciplinary action? (Yes) (No)</b>	
Liquor Laws	0		
Drug laws	0		
Weapons Possession	0		

**NOTE: Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act.**

1. This institution employs campus security personnel at night hours and encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's administration who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
4. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or
5. Current policies concerning campus law enforcement are as follows:
  6. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  7. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
  8. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
    - a. Do not leave personal property in classrooms.
    - b. Report any suspicious persons to your institutional official.
    - c. Always try to walk in groups outside the school premises.
    - d. If you are waiting for a ride, wait within sight of other people.
 Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
  - e. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
  - f. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - g. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an



individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request. The institution does not offer regularly scheduled crime awareness or prevention program other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

9. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
10. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
11. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
12. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
13. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

**Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).**

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes. This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus. This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

<b>Name of institution's</b>	Irma Silva
<b>Title</b>	Owner/Director
<b>School Name</b>	Bridges Beauty College #338 and #338-2
<b>Street address (main campus)</b>	<b>16515 Mojave Dr.</b>
<b>City, State Zip</b>	Victorville, CA 92394
<b>Phone No.</b>	<b>(760) 245-2522</b>

## **HEALTH AND PHYSICAL CONSIDERATIONS**

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

## **PRE-APPLICATION PROCEDURE**

Pre applications are done at 75% of course completion for cosmetologists and cosmeticians, and 60% for manicurists. An appointment is not needed to pre-apply, but is highly recommended. Payments may be done with a personal check or with a money order. Since the student is only given a **one** day window of opportunity to pre-apply, maintaining an accurate record of hours completed is important. It is the student's responsibility to mail out the pre-application.

Appropriate hours and fees are as follows:

<b>Course</b>	<b>Hours</b>	<b>Fees</b>
<b>Cosmetology:</b>	<b>1200-1206 hours</b>	<b>\$134.00</b>
<b>Manicuring/Nail Care:</b>	<b>240-246 hours</b>	<b>\$119.00</b>
<b>Cosmetician:</b>	<b>450-456 hours</b>	<b>\$124.00</b>

## STUDENT CONDUCT POLICIES

These rules are designed to promote professionalism and good work habits for our students, and to aid you in completing your course. This will allow you to become employed as a Cosmetologist, Manicurist, Barber or Cosmetician. Violation of school rules may result in suspension or termination. In order for the school to run efficiently, and to promote a positive learning environment, the following rules and policies must be understood and followed by **all students**.

### MANDATORY

1. All students must be clocked in by 8:07 a.m., Monday through Friday. (*\*Night school: by 3:07 pm Tues-Fri & sat 8:07am, Cucamonga 8:37am*)
2. Students arriving after 8:07 a.m. have missed morning theory, and will not be allowed to clock-in until 9:00 a.m. (*\*Night school: after 3:07 pm—4:00 pm, Cucamonga 8:37am—2:30pm*)
3. Students, who are tardy, more than 5 times a month, will be counseled and if tardiness continues, placed on probation.
4. All students arriving after 10:00 a.m. must present documentation (such as a doctor's note etc.) and have permission to clock in granted by the supervising instructor. (*\*Night school: after 5:00pm*)

### TIMECARD POLICY

5. All students must clock in upon arrival, during lunch, at the end of the day *and* when leaving school premises for any reason. Failure to do so will result in loss of time and one-week suspension (1st offence), or withdrawal from school (2nd offence).
6. All time cards must be left with the receptionist during lunches and breaks.
7. A 30 min. lunch break must be shown on the timecard if the student is attending more than a 6 hour day. Freshmen students must show a lunch break on his/her timecards.
8. Freshman students will take their lunches as directed by the instructor from 12:30 a.m. -1:00 p.m. Students working on the clinic floor take their lunches at 11:30 a.m. and 12:30 p.m. (on occasion lunch times may vary, as breaks are taken around your clients) (*\*night school: same times on Sat, Tues-Fri breaks substitute lunchtime*)
9. Sign in every day before 10 a.m. at the front desk. If not signed in, a present student may be sent home. (*\*Night school: before 5:00pm*).
10. Both 6 hour and the 8 hour students are allowed a 10 minute break at 9 a.m. and another at 2 p.m. These breaks may not be combined. Breaks at unassigned times will not be permitted. (*\*Night school: 4:00pm & 7:00pm, Cucamonga 9:30am & 2:00pm*)
11. Students must keep a daily time card with a record of completed hours and operations. Both the student and the instructor must sign cards each night. Timecards must not be defaced in any way. Please fill-out and sign time cards with black or blue ink. No nicknames or white out on timecards will be accepted.
12. Time cards must be kept in the box by the time clock and are to remain in the school at all times.
13. Students taking unearned credits on their timecards or found off the school premises while "clocked-in" will be suspended for 2 weeks (1<sup>st</sup> offence), or withdrawn (2<sup>nd</sup> offence).
14. Students will be expelled from school if they are under the influence of drugs or alcohol or found having any kind of weapon (guns. Knives, etc.)

### GENERAL INFORMATION

1. All students must clock in and out on their paper time card or the student will lose their hours..
2. Visiting friends or family members are not permitted on the clinic floor unless they are receiving a service. All supplies for personal services must be paid by the student who is to receive the service. Family members, friends, children, etc. must pay for all services.
3. Only chemical products furnished by the school may be used on clients. All supplies used by the students for personal services must be paid for by the student who is to receive the service. Family members, friends, children etc... must pay full price for their services.
4. Students who wish to receive personal services must be maintaining minimum standards in attendance & grades, and must first be granted permission by the instructor-in-charge. Senior students may not work on freshman students or vice versa. Failure to follow policy will disqualify the student from subsequent personal services.
5. It is the student's responsibility to make up missed tests and assignments after each absence.

6. Personal grooming is not permitted on the clinic floor or classroom. All students are expected to arrive well groomed in a clean prescribed uniform. Only closed toed tennis shoes (with **LACES**) should be worn. No hats/headwear/bandanas.
7. Students not “applying effort” while on the clock will be clocked out for the day.
8. The use of, or possession of, alcohol or drugs will result in an immediate withdrawal from school.
9. Sleeping, placing heads on desks, defacing school property, or causing discord in the classroom or laboratory, will be grounds for suspension/withdrawal. Any type of stealing will be an automatic Withdrawal
10. **Cell phones must be turned off when in the classroom or when working with clients. 1<sup>st</sup> offense will receive a warning, 2<sup>nd</sup> offense is a 2-day suspension.**
11. Students are not permitted to refuse a client service. To do so will result in an immediate “clock-out” and one full day suspension (1<sup>st</sup> offence), one week suspension (2<sup>nd</sup> offense), withdrawal (3<sup>rd</sup> offense).
12. AN INSTRUCTOR MUST CHECK ALL STUDENT WORK BEFORE CREDIT WILL BE GIVEN.
13. Food and drink are not permitted in the classrooms or clinic. **Bottled water only.**
14. Students are required to clean their work stations, mirrors, and chairs each night. In addition students will be assigned clean-up chores such as filling shampoos, straightening magazines, sweeping, and cleaning their lunchroom.
15. Stations/mirrors should be well kept/organized and free of distracting decorations.
16. Students are expected to behave professionally towards coworkers, clients, and school staff. Insubordination toward a staff member will be grounds for immediate withdrawal.
17. Gossiping, using vulgar language, and making threatening remarks, or gestures, towards another student will result in a 2-day suspension (1<sup>st</sup> offense) and withdrawal (2<sup>nd</sup> offense).
18. Students must not visit or loiter with other students on the clinic floor where customers are being served.
19. For the consideration of others, graduating student’s parties should be from 1:00 p.m.- 2:00 p.m. (\*night school: 7:00pm- 8:00pm)
20. More than four absences in one month (or missing four or more morning theories), disqualifies a student from personal services the following month. Our Institution does not have excused and unexcused absences policy; our programs are all hourly programs that require all the students to comply with attendance.

## TUITION AND FEE SCHEDULE

COURSE	Tuition	Registra tion Fee*	Textbook Fee*	Uniforms Fee*	Equipment Fee*	Applicati on Licensing Fee	Total
<b>Cosmetology</b>	\$17,600.00	\$75.00	\$200.00	\$70.00	\$1405.00	\$134.00	\$19,484.00
<b>Manicuring/ Nail Care</b>	\$2,600.00	\$75.00	\$260.00	\$70.00	\$660.00	\$119.00	\$3,784.00
<b>Cosmetician</b>	\$8,400.00	\$75.00	\$350.00	\$70.00	\$625.00	\$124.00	\$9,644.00
<b>Barbering</b>	\$16,500.00	\$75.00	\$265.00	\$70.00	\$1,205.00	\$134.00	\$18,249

\*Above is not refundable

= Students utilizing Department of Veteran Affairs' Benefits from the Department of Veteran Affairs

**NOTE:** Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

## TEXTBOOK DISCLOSURE

Bridges Beauty College currently has a membership with pivot point international to purchase books yearly. Since these books can only be purchased through membership they do not have an ISBN #. Students cannot purchase them without membership.

**Please Note:** Once the kit is used, they are not returnable or refundable due to sanitary considerations. Above kits prices include 8.75% sales tax.

**THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**

## TUITION AND FEES POLICIES

As of 07/01/08 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be

assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

### **EXTRA INSTRUCTION CHARGES**

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made (if needed it) for the balance of the hours required or the completion of course. Hourly tuition rate for: Cosmetology, **\$11.00** p/h; Barbering **\$11.00** ; Cosmetician is **\$14.00** p/h, Manicuring/Nail Care is **\$6.50** p/h.

### **BRUSH-UP**

Students requiring preparation for the licensing exam will be billed at the course hourly rate and registration fee of \$75.00. Students must furnish their own equipment.

### **HOUSING**

(A) Bridges Beauty College does not have dormitory facilities under its control;

(B) the following information is for any student that is looking for housing that is reasonably near the institutions facilities; **Travel Inn & Suites**                      **Estimated Daily Rates: \$48.99**

**14998 7<sup>th</sup> ST,**

**Weekly Rates: \$ 210.00**

**Victorville, CA 92394**

**Monthly Rates: \$750.00**

**(760)245-8627**

**One bedroom apartment reasonably near the institution are going for \$750.00 Monthly.**

(C) Bridges Beauty College has no responsibility to find or assist a student in finding housing.

### **METHOD OF PAYMENT**

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. The institution accepts payments from cash, credit cards, money orders, check, and Title IV, loan.

### **SCHOLARSHIPS**

**Bridges Beauty College**, awards scholarships to local high school graduates. Five hundred dollar (\$500.00) scholarships are given to Victorville, Hesperia, Apple Valley and Serrano high schools and continuation schools each year based on requests. In order to be eligible for a scholarship, you must maintain a "C" (75%) or better at all times in academics and attendance. The high school faculty determines the recipients by need and desire. **\*Scholarship must be present at time of enrollment only. Scholarship valid upon completion of course\***

### **\*RIGHT TO WITHHOLD TRANSCRIPTS/GRADES FOR NON PAYMENT OF TUITION**

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

### **NOTICE OF STUDENT RIGHTS AND OBLIGATIONS**

**STUDENT'S RIGHT TO CANCEL**: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

# **REFUND POLICY**

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. If the student has received federal student aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If an Applicant is not accepted by the school he/she is entitled to a refund of all monies except the non-refundable application fee.

A registration fee of \$ 100.00 **is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**REFUNDS:** If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. This order would apply in accordance to the aid programs available at the institution.

## **COMPLIANCE STATEMENT**

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

## **INSTITUTION'S POLICY REGARDING THE COLLECTION OF TUITION FOR EACH TYPE OF PROGRAM**

**Ed. Code §94899.5(a)** Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction. Manicurist is the only program offered 4 months or less. Student has a five-day trial period then three monthly payments are due.

**Ed. Code §94899.5(b)** For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

**Ed. Code §94899.5(c)** The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

## COST OF ATTENDANCE

### CALIFORNIA STUDENT COMMISSION, 2017- 2018 Student Expense Budgets

ALLOWANCE	WITH PARENT	ON CAMPUS HOUSING	OFF CAMPUS HOUSING
<b>TUITION AND FEES 1</b>	ACTUAL INSTITUTIONAL CHARGES		
<b>BOOKS AND SUPPLIES 2</b>	\$1,764 PER ACADEMIC YEAR.		
<b>FOOD<sup>3</sup></b> Per Month: Per Year:	\$ 530 / MO \$ 4,770 /YR	ACTUAL INSTITUTIONAL CHARGES <sup>4</sup>	\$ 420 /MO \$ 3,780/YR
<b>HOUSING<sup>5</sup></b> Per Month: Per Year:	INCLUDED IN ABOVE		\$ 910 /MO \$ 8,190/YR
<b>TRANSPORTATION 6</b> Per Month: Per Year:	\$ 125 /MO \$ 1,125 /YR	\$ 95 /MO \$ 855 /YR	\$ 141/ MO \$ 1,269 YR
<b>PERSONAL / MISC<sup>7</sup></b> Per Month:  Per Year:	\$ 351 /MO \$ 3,159 /YR	\$ 258 /MO \$ 2,322 /YR	\$ 322/ MO \$ 2,898 /YR
<b>CHILD / DEPENDENT CARE</b>	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN		
<b>LOAN FEES</b>	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORIGATION AND INSURANCE FEES		
<b>TOTAL</b> , Excluding Allowances based on actual institutional charges Per Month: Per Year:	\$ 1,202 /MO \$10,818 /YR	\$ 549 /MO \$ 4,941 /YR	\$ 1,989 / MO \$ 17,901 / YR

(The cost of uniforms is included in the personal allowance or included in the school charges)

## CONSTITUTION AND CITIZENSHIP DAY

Bridges Beauty College celebrates Constitution and Citizenship Day on September 17 of each year.

## VOTING INFORMATION

To obtain information on voting you can visit:

U.S Post Office located 16333 Green Tree Blvd. Victorville, CA (760) 241-4433 & 6649 Amethyst Ave, Alta Loma, CA (909) 987-

OR

The Library located 15011 Circle Dr. Victorville, CA (760) 245-4222 & 7368 Archibald Ave, Rancho Cucamonga, CA (909) 477-2720

\*Further information at [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)

## STUDENT RIGHTS AND RESPONSIBILITIES

- **The student has the right to ask the school:**
- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.



- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or finances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.
- **It is the student's responsibility to:**
- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete accurately, and submit on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by the financial aid officer or agency.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school and lender of a change in your name, address, phone number, or attendance status (full/part-time).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

## **ALL COURSE CURRICULUMS**

### **COSMETOLOGY**

#### **COSMETOLOGY MISSION AND OBJECTIVES:**

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern workplace. A sample of skills that may be accomplished include: hair coloring, hair cutting, skin care, and perming specialists. Other related positions may include: cosmetology instructor, platform artist, and salon manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) to graduate individuals who are able to successfully enter the workforce, bringing with them specific training and learning experiences.

#### **CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 ( 1600 Hours)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical (theory) instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Practical training shall mean the time it takes to perform a practical operation.

#### **MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY**

<b>Subjects</b>	<b>Minimal Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
<b>(1100) hours in technical instruction and practical training in hairdressing.</b>		
<b>The required subjects in instruction in hairdressing shall be completed with minimum hours of technical instruction and practical operations for the subject-matter as follows:</b>		
<b>( 100 hours) Health &amp; Safety</b>		
Laws & Regulations	20	
Health & Safety / Cosm. Chemistry ,Electricity	45	
Disinfection & Sanitation	20	
Anatomy/physiology	15	
<b>(200 hours)</b>		
<b>Practical Training – Hairdressing</b>	65	

Hairstyling		240
Permanent Waving/Chemical Straightening	40	
Hair Coloring and Bleaching	60	105
Hair Cutting	20	50
(100 hours)		80
Manual, Electric and Chemical Facials	25	
Eyebrow Beautification and Makeup	25	40
		30
<b>(100 hours)</b>		
<b>Manicuring &amp; Pedicuring</b>		
Manicuring & Pedicuring	10	25
Artificial Nails & Wraps	25	120
<b>ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:</b> Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to cosmetology field.		

### **COSMETOLOGY CURRICULUM CONT.**

The following applies for all cosmetology students and those enrolled under Department of Veteran Affairs Affairs.

All classes are Monday thru Friday 8 am to 1:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNEQUIN WORK.

### **COSMETOLOGY 1600 HOURS**

SUBJECTS:		THEORY / PRACTICE / LABORATORY / CLOCK HOURS			
1.	<b>COSMETOLOGY ACT AND RULES</b>	20	----	----	20
2.	<b>HEALTH AND SAFETY / COSMETOLOGY CHEMISTRY</b>	40	----	----	40
3.	<b>THEORY OF ELECTRICITY</b>	5	----	----	5
4.	<b>DISINFECTION AND SANITATION</b>	20	45	55	120
5.	<b>ANATOMY/PHYSIOLOGY/BACTERIOLOGY</b>	15			15
6.	<b>HAIRSTYLING/THERMAL STYLING</b>	65	140	180	385
7.	<b>PERMING AND CHEMICAL RELAXING</b>	40	55	70	165
8.	<b>HAIRCUTTING</b>	20	50	170	240
9.	<b>COLOR/BLEACH</b>	60	55	90	205
10.	<b>FACIALS/MANUAL/ ELECTRIC/CHEMICAL</b>	25	30	40	95
11.	<b>ARCHING/MAKEUP/ HAIR REMOVAL,WAXING,TWEEZING</b>	25	30	50	105
12.	<b>MANICURING/ PEDICURING</b>	10	25	25	60
11.	<b>ARTIFICIAL NAILS AND WRAPS</b>	25	(60) NAILS 10 HOURS	(60) NAILS 10 HOURS	45



12.	ADDITIONAL TRAINING–SALON MAN., SEEKING EMPLOYMENT, CLIENT RELATIONS, DECORUM, PROF. ETHICS, DRUG PREVENTION, MODELING, ETC.	MAX. 100			100
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TOTALS                    470            440            690 = 1600

**COSMETOLOGY PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry.
4. Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED:** Learn the proper and safe use of implements relative to all cosmetology operations. Acquire practice in hair, skin, and scalp, analysis for recognizing disorders and for safely performing salon services. You will learn the procedures and terminology used in performing all cosmetology services which include hair coloring, permanent waving, hair cutting, facials, make-up application, etc. In addition you will learn the proper procedures of manicuring and nail care and other salon services related to the cosmetology course.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395  
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**Graduation Requirements and School Diploma:** The Student's requirements are to complete the required 1600 clock hours which include theory hours, and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to maintain a GPA of a "C" (75%) or better, complete their theory workbook, prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

**Bridges Beauty College measures pace of clock hour progress at the point when the student's scheduled hours for the payment period have elapsed, regardless of when the student attended them.**

Evaluations for all cosmetology students will be conducted when the student is scheduled (as per contract) to complete the following hours:

- The point at which 450 Hours of the course is scheduled to be completed,
- The point at which 900 Hours of the course is scheduled to be completed,
- The point at which 1250 Hours of the course is scheduled to be completed,
- The point at which 1600 Hours of the course is scheduled to be completed,

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

**ACADEMIC GRADING**

**POINT GRADES FOR PRACTICAL WORK**

Grading	Letter	Description	Grade point
100%-93%	A	Excellent	4.00
92%-85%	B	very Good	3.00
84%-75%	C	Satisfactory	2.00
74%-below	D	Un-satisfactory	1.00

## Manicuring / Nail Care

### MISSION AND OBJECTIVES:

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern work place. A sample of skills that may be accomplished include: manicuring and pedicuring technician, artificial nail specialist, or nail artist. Other related professions may include: product sales or educator, salon manager or owner,

### CURRICULUM FOR MANICURING/NAIL CARE COURSE CIP#12.0410 (400 HOURS)

The curriculum for students enrolled in a Manicuring/Nail Care course shall consist of four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical (theory) instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by the student of a complete service on another person or a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following:

#### **MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY**

<b>Subjects</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
<b>300 Hours of technical instruction &amp; practical training in nail care</b>		
Manicure & pedicures-includes water and oil manicures with hand and arm massage.	30	60
Application of artificial nails including liquid, gel and powder brush-on, nail tips, nail wraps and repairs and nail analysis; pedicure includes foot and ankle massage	30	& 180 Nails
<b>100 Hours of Technical Instruction &amp; Practical Training in Health &amp; Safety</b>		
Laws & Regulations-includes Barbering and Cosmetology Act & the Rules & Regulations	10	
Health & Safety Considerations-Includes 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	25	
Disinfection and Sanitation-includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection 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 detailed in Sections 980.1, 980.2 and 980.3.	20	10
Bacteriology, Anatomy & Physiology-includes bacteriology, anatomy, physiology and nail analysis and conditions.	10	
<b>ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:</b> Salon Mgmt., communication skills that includes professional ethics,		

salesmanship, decorum, record keeping, client building, and preparing a resume, Employment development, modeling, desk and reception, and care and other subjects relating to manicuring field.		
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The following applies for all Manicuring students and those enrolled under Department of Department of Veteran Affairs Affairs.

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State’s published curriculums. NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

### MANICURING/NAIL CARE 400 HOURS

SUBJECTS	THEORY / PRACTICE / LABORATORY / CLOCK HRS.			
Cosmetology act.	10	--	--	10
Cosmetology chem.	10	--	--	10
Health & safety	25	--	--	25
Disinfection	10	15	20	45
Bac/anat./phys.	10	--	--	10
Manicuring	15	30	35	80
Pedicuring	15	20	34	69
Brush-on nails	15	20	20	55
		(100 nails)	(100 nails)	
Tips and overlays	10	16	16	42
		(80 nails)	(80 nails)	
Nail Repairs and wraps	5	12	12	29
		(60 nails)	(60 nails)	
Additional Training	25	--	--	25
<b>Totals</b>	<b>150</b>	<b>113</b>	<b>137</b>	<b>400</b>

**MANICURIST PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California Cosmological establishments’ practices.
2. Learn sanitation, disinfection and safety procedures.
3. Acquire the knowledge of general theory relative to manicuring/nail care, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to a manicurist.

**SKILLS TO BE DEVELOPED:**

The proper and safe use of implements, disinfection and safety procedures relative to all manicuring, nail care, pedicuring, and artificial nail services. Hand and feet analysis, and the proper procedures for manicuring, pedicuring, and artificial nail and salon services.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to manicuring/nail care.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved “people skills”.

**The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395  
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**Graduation Requirements and School Diploma:** The Student’s requirements are to complete the required 400 clock hours which include theory hours, and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to

maintain a GPA of a "C" (75%) or better, complete their theory workbook, prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

Bridges Beauty College measures pace if clock hours progress at the point when the students schedule clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all manicuring students will be conducted (as/per contract) when they are scheduled to complete the following:

The point at which 200 Hours of the course is scheduled to be completed,  
The point at which 400 Hours of the course is scheduled to be completed,

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring/Nail Care course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

**ACADEMIC GRADING**

**POINT GRADES FOR PRACTICAL WORK**

Grading	Letter	Description	Grade point
100%-93%	A	Excellent	4.00
92%-85%	B	Very Good	3.00
84%-75%	C	Satisfactory	2.00
74%-below	D	Un-satisfactory	1.00

**CURRICULUM FOR COSMETICIAN COURSE**

**COSMETICIAN MISSION AND OBJECTIVE:**

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern work place. A sample of skills that may be accomplished include: performing various types of facials, related massage techniques, hair removal, makeup application etc. Other related professions may include: skin care specialist product sales or educator, salon/spa manager or owner, make-up artist. In order to accomplish our training mission, Bridges Beauty College has set the following objectives:

(a) p

professionally seasoned instructors and maintain a facility that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication.(d) to graduate individuals who are able to enter the workforce, bringing with them specific training and experiences

**CURRICULUM FOR COSMETICIAN COURSE CIP#12.0409 (600 Hours)**

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical training covering all practices of a esthetician (cosmetician), pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical (theory) instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following:

**MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY**

1. (350 hours)	Tech. Instruction	Operations
Facials: <b>Manual</b> shall include skin analysis, cleansing, scientific manipulations, packs, and masks. <b>Electrical</b> shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.	20	40
	30	60

<p><b>Chemical</b> shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upmost layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling</p>	20	40
<p>Preparation shall include, but not limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills</p>	15	
<p><b>2. (200 hours)</b>  <b>Health and Safety includes subject matter as follows:</b></p> <p><b>The Cosmetology Act and the Rules and Regulations:</b></p> <p>2. <b>Chemistry pertaining to the practices of an Cosmetician: 10 Hours</b> (shall include the chemical compos</p> <p><b>Health and Safety/Hazardous Substances:</b> shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.</p> <p><b>Cosmetology Chemistry:</b> cosmetic and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter</p> <p><b>Electricity:</b> shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p> <p><b>Disinfection and Sanitation:</b> shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p> <p><b>Bacteriology, Anatomy, Physiology, Skin Analysis and Condition:</b></p>	10 40 10 15	
<p><b>3. (50 hours)</b>  <b>Hair Removal and Make-up</b>  <b>Eyebrows Arching and Hair Removal:</b> shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair).  (A) Tweezers:  (B) Wax and depilatories:</p>	5 20	10 40
<p><b>Make-Up:</b>  Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes</p>	20	40
<b>ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:</b>		
Salon management		
Communication skills		
How to seek/obtain employment		
Employment applications/resumes		

## **COSMETICIAN 600 hours**

The following applies for all Cosmetician students and those enrolled under Department of Veteran Affairs. All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums. NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNEQUIN WORK.

<b>SUBJECT:</b>	<b>Theory</b>	<b>Practice</b>	<b>Laboratory</b>	<b>Total</b>
Cosmetology act	10	--	--	10
Cosmetology chem.	10	--	--	10
Health & safety	20	--	--	20
Electricity	10	--	--	10
Disinfection / sanitation	10	45	80	135
Anatomy Physiology Bacteriology	15	--	--	15
Facial man/Preparation	35	35	35	105
Facials elec..	30	25	25	80
Facials chem.	20	10	10	40
Arching/brows/tweeze	5	10	15	30
Hair removal/ wax	20	10	15	45
Makeup / eyelashes	20	20	30	70
Add. Training	30	--	--	30
<b>Total</b>	<b>235</b>	<b>155</b>	<b>210</b>	<b>600</b>

### **COSMETICIAN PERFORMANCE OBJECTIVE**

1. Acquire knowledge of laws and rules regulating California Cosmological establishing practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of skin cae.
3. Acquire the knowledge of general theory relative to Cosmetician course including, anatomy, physiology, and chemistry.
4. Acquire business management and "people skills" for the professional cosmetician.

### **SKILLS TO BE DEVELOPED**

1. Learn the proper and safe use of implements relative to all cosmetician services.
2. Acquire the knowledge of analyzing the skin and recognizing skin types and disorders.
3. Will learn the procedures and terminology used in performing all cosmetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Will learn the proper procedures for giving facial treatments and applying massage.

### **ATTITUDES AND APPRECIATION TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to cosmetician.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

## **COSMETICIAN COURSE CONT.**

### **The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395

Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**Graduation Requirements and School Diploma:** The Student's requirements are to complete the required 600 clock hours which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to maintain a GPA of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

### Satisfactory Academic Policy (SAP)

Bridges Beauty College measures pace of clock hours progress at the point when the student's scheduled clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all cosmetician students will be conducted (as/per contract) when the student is scheduled to complete the following hours:

The point at which 300 Hours of the course is scheduled to be completed,

The point at which 600 Hours of the course is scheduled to be completed,

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, An Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

#### ACADEMIC GRADE      POINT GRADES FOR PRACTICAL WORK

Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Very Good	3.00
84%-75%	C	Satisfactory	2.00
74%-below	D	Un-satisfactory	1.00

## CURRICULUM FOR BARBERING COURSE

### BARBERING MISSION AND OBJECTIVES:

Our mission is to provide an educational bridge between school and a workplace that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our students to perform successfully in the modern workplace. A sample of skills that may be accomplished include: clipper and scissor hair cutting, hair coloring, shaving and facial treatments. Other related positions may include: barbering instructor, platform artist, and barber shop manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) to graduate individuals who are able to successfully enter the workforce, bringing with them specific training and learning experiences.

### CURRICULUM FOR BARBERING COURSE CIP #12.0402

(1500 Hours)

The curriculum for students enrolled in the Barbering program consists of 1500 clock hours of Technical Instruction and practical training covering all practices of the barber pursuant to Section 7316 of the California Barbering and Cosmetology Act. For the purpose of this section, technical (theory) instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following

#### **MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY**

<b>1. (1100) hours of Technical Instruction and Practical Training in Hairdressing</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
<b>Subjects:</b>		
<b>Hairstyling/Thermal</b> -hair analysis, shampooing, comb outs straightening, waving, curling, hot curling irons and blower styling	35	120
<b>Wet Hair Styling/ hot comb</b> - hair analysis, finger waving, pin curls, comb outs/ waving curling with hot combs	30	120
<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
<b>Hair Coloring and Bleaching</b> -use of semi-permanent , demi-permanent and temporary color, PD and strand test, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50

<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
<b>2. (200) hours of technical instruction and practical training shaving</b>		
<b>Subjects:</b> <b>Hair/Facial shave</b> -Preparation and performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving	75	20
<b>Facial Massage Rolling Cream</b> ., applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20
<b>3. (200) hours of Technical Instruction in Health and Safety</b>		
<b>Subjects:</b> <b>Law &amp; Regulations-Board of Barbering &amp; Cosmetology Act and Board of Barbering &amp; Cosmetology rules and regulations-</b> The subject of laws and regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rule and Regulations	20	
<b>Health &amp; Safety Considerations</b> –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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	45	
<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	20	
<b>Anatomy &amp; Physiology</b> -human anatomy, human physiology The subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Physiology	15	
<b>Additional Training-</b>		
<b>Subjects:</b> Salon Management, people skills, seek & obtain employment, prep. employment application. Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations		

**The following applies for all Barbering students and those enrolled under Department of Veteran Affairs.**

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

**The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.**

**NOTE\* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNEQUIN WORK.**

### **BARBERING 1500 hours**

<b>SUBJECT:</b>	<b>Theory</b>	<b>Practice</b>	<b>Laboratory</b>	<b>Total clock hours.</b>
Hair Styling/Thermal	35	120	120	275
Wet Hair Styling/Hot Comb	30	120	120	270
Permanent Waving/chem. relaxing	40	70	60	170
Hair Coloring & Bleaching	60	30	40	130
Hair Cutting	20	70	100	190
Hair/Facial shave	75	15	20	110
Facial/Massa Rolling Cream	25	10	20	55
Barbering & Cosm. Act & Rules/ Regulations	20		--	20
Health Safety	45	--	--	45
Disinfection & Sanitation	20	20	-80	120



Anatomy & Physiology	15	--	--	15
Additional Training (Max.	100	--	--	100
<b>Totals</b>	<b>48</b>	<b>455</b>	<b>560</b>	<b>1500 total hrs.</b>
	<b>5</b>			

**BARBER PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules' regulating the established California's barber practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering operations.

**SKILLS TO BE DEVELOPED:**

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barber services
4. Will learn the proper procedure shaving and hair cutting
5. Will learn hair styling, hair coloring, shaving, beard design, etc..

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:**

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

**The address or addresses where class sessions will be held;**

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395  
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, An Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

**Graduation Requirements and School Diploma:** The Student's requirements are to complete the required 1500 clock hours which include theory hours, and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to maintain a GPA of a "C" (75%) or better, complete their theory workbook, prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

**Satisfactory Academic Policy (SAP)**

Bridges Beauty College measures pace if clock hours progress at the point when the students schedule clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all manicuring students will be conducted (as/per contract) when they are scheduled to complete the following:

- The point at which 450 Hours of the course is scheduled to be completed,
- The point at which 900 Hours of the course is scheduled to be completed,
- The point at which 1200 Hours of the course is scheduled to be completed,
- The point at which 1500 Hours of the course is scheduled to be completed,

**ACADEMIC GRADES      POINT GRADES FOR PRACTICAL**

Grading	Letter	Description	Grade point
100%-93%	A	Excellent	4.00
92%-85%	B	Very Good	3.00
84%-75%	C	Satisfactory	2.00
74%-below	D	Un-satisfactory	1.00

**BRIDGES BEAUTY COLLEGE**  
**SAFETY RULES**

- 1. Wear closed toed tennis shoes (with LACES) and clean school uniform.**
  
- 2. Sweep up hair immediately after a haircut.**
  
- 3. Manicuring/Nail Care students must dispose of acrylic powder and nail liquid by combining them in a paper towel, before disposing in trash.**
  
- 4. Mop up spills immediately.**
  
- 5. Wear safety goggles when mixing chemicals or cutting acrylics.**
  
- 6. Read and follow instructions carefully.**
  
- 7. When applying chemicals to a client, please do not leave them unattended.**
  
- 8. Use dry hands when plugging and unplugging electrical devices.**
  
- 9. Keep walkways clear from books and equipment.**
  
- 10. Unplug hot irons and tools immediately after use, then place in safe area.**

11. Wear gloves when mixing or applying chemicals.

12. First aid is available at the reception desk.

**BRIDGES BEAUTY COLLEGE**  
**ORGANIZATIONAL CHART**

**Main Campus**

**President/Owner**  
**Ms. Luz Avina**

**Vice President/Owner**  
**Ms. Ivet Silva**

**Secretary and Treasurer/Owner**  
**Ms. Irma Silva**

***Faculty and Staff***

**Executive Administrator**  
**Rafaela Gomez**

**Office Manager / Placement**  
**Abraham Gonzalez -Silva**

**Director/Administrator**  
**Ms. Irma Silva**

**Attendance**  
**Eugenia Galindo**

**Receptioni**  
**Ms. Janice Daly**

**THE FACULTY AND THEIR QUALIFICATIONS:**

**Joana Aragon**  
Licensed Barber  
Barbering Instructor  
Licensed Cosmetologist

**INSTRUCTOR**  
5 years  
3  
18

**Ms. Tameca Shelton**  
Licensed Cosmetologist  
Cosmetology Instructor

**INSTRUCTOR**  
10 years  
5 years

**Ms. Ivet Silva**  
Licensed Cosmetologist  
Certificate of Authorization  
Credential

**SUPERVISING INSTRUCTOR**  
17 years  
15 years  
11 years

**Ms. Lynn Duenas**  
Licensed Cosmetologist  
Instructor (Day)

**INSTRUCTOR**  
2 years  
10 years

**Claudia Guevara**  
Licensed Esthetician  
Instructor (day)

**INSTRUCTOR**  
11  
2

**Dolores Hall**  
Licensed Cosmetology  
Cosmetology Instructor

**INSTRUCTOR**  
15 years  
3 years

**RANCHO CUCAMONGA**  
**FACULTY AND INSTRUCTING STAFF:**

**President/Owner**  
**Ms. Luz Avina**

**Vice President/Owner**  
**Ms. Ivet Silva**

**Secretary and Treasurer/Owner**  
**Ms. Irma Silva**

**Executive Administrator**  
**Maria Elena Jimenez**

**Office Manager/ Placement**  
**Abraham Gonzalez -Silva**

**Director/Administrator**  
**Ms. Irma Silva**

**Giovana Amero**  
Licensed Barber  
Licensed Cosmetologist

**INSTRUCTOR**  
3 years  
35 years

**Ms. Ivet Silva**  
Licensed Cosmetologist  
Certificate of Authorization  
Credential

**SUBSTITUTE- INSTRUCTOR**  
17 years  
15 years  
11 years

**Claudia Guevara**  
Licensed Esthetician  
Instructor (day)

**INSTRUCTOR**  
11  
2