MONIS BEAUTY COLLEGE

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CATALOG 2026-2027

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Updated Regularly at least once a Year
https://monisbeautycollege.com/

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1747 N. Market Blvd Ste. 225 Sacramento, CA 95834
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Our internet website provides the following: A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: **www.bppe.ca.gov**.
We encourage all prospects and students to view and review the catalog, the school performance fact sheet and the annual report on our website.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-secondary Education at"
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Website: www.bppe.ca.gov
The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5) or by visiting (https://osar.bppe.ca.gov).

THIS CATALOG IS UPDATED AT LEAST ANNUALLY

Mission Statement

Monis Beauty College's mission is to produce students who will have the required talent, skills and knowledge for both the technical and practical portions of the course, so that upon graduation they will be prepared to pass the written and practical examinations administered by California State Board of Cosmetology. Monis Beauty College is committed to providing our students with quality education in Cosmetology, Barbering, Esthetician, and Manicuring based on today's leading techniques and practical business skills in the beauty industry.
Through carefully structured programs, Monis Beauty College aims to help students obtain employment in an entry level position upon graduation and licensing.

Objectives

Our objective is to inspire students and provide a positive learning environment where students can excel in their career. Cosmo Beauty will prepare students to pass the California state board examination.
To instill students with technical skills, ethical morals, and professionalism that is needed in the beauty industry.

Updating Policy

The catalog is updated annually or when updates/changes occur throughout the year.

Statement of Non-Pending Bankruptcy

Monis Beauty College does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec 1101 et seq.)

Approved Courses Are As Follows:

Cosmetology – 1000 hours Spanish Cosmetology – 1000 hours Barbering – 1000 hours
Spanish Barbering – 1000 hours
Hair Styling – 600 Hours
Spanish Hair Styling – 600 Hours
Esthetician – 600 hours
Spanish Esthetician – 600 hours
Manicuring– 400 hours
Spanish Manicuring – 400 hours

Instruction is in person with facility occupancy levels accommodating 100 students at any one time. California statute requires that a student, who successfully completes a course of study, will be awarded an appropriate diploma or certificate verifying the fact.
Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal education and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.
Prospective students will be provided with a copy of the school brochure prior to enrolling and the school catalog if requested and will be given on orientation day. The school catalog is also available via the school's website.
The following state boards, bureaus, departments, or agencies set minimum standards for your program of studies in accordance with the Bureau for Private Postsecondary Education, the Board of Barbering and Cosmetology, and

California Education Standards. The minimum criteria necessary for licensure are set forth in the following pages for Courses in Barbering, Cosmetology, Hair Design, Esthetician & Manicuring.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

Why Choose Monis Beauty College?

- Sanitary and aesthetically pleasing environment
- Affordable tuition
- Course schedule options which provide flexibility to students
- Organized and structured programs with learning assistance available
- Experienced staff dedicated to our mission and the delivery of top-quality education tailored to your individual needs
- Accessible equipment sufficient to help students achieve educational program goals and objectives
- Professional, personal, and business skill development
- Hands-on training that provides you with the opportunity to practice on multi-textured hair, nails, and skin
- Guest lecturers/speakers in make-up, spa, Manicuring, facial and hair techniques
- Professional products used in training (Matrix, Dermalogica, Image Skincare, Young Nails and more)
- Involvement in community outreach and additional educational classes provided by guest speakers.
- In-house student contests and promotions
- Student personal services & discount prices on all products
- State Board preparatory classes
- Continuous observation by an instructor and constructive feedback

Admission Policies

Students are admitted under the following criteria:

The following are the requirement for admission to Monis Beauty College:

- An applicant must be at least 16 years old.
- No ability to benefit (ATB) students accepted.
- Applicants must pay a $250.00 non-refundable registration fee.
- Applicants must provide a copy of their high school diploma, GED or equivalent, or take and pass an entrance exam with a score of 70% or better provided by MONIS BEAUTY COLLEGE. Instruction is offered in both English and Spanish (admission and language proficiency is determined by an entrance exam provided in the same language the student wished to enroll).
- Have a valid government issued Identification Card. (Driver's License from any state, State issued Identification card.)
- A valid Social Security Card or ITIN
- This institution does not provide English language services. All foreign high school diplomas must be translated, evaluated, and certified as equivalent to a U.S. high school diploma by a third-party translation service (such as USCES, amongst others).
- Upon admittance, students must attend a mandatory orientation set forth by the administrative staff.
- Monis Beauty College does not offer a study abroad program and does not offer visa services or vouch student's status, or any associated charges.

Re-Enrollment Procedures

A student wishing to re-enroll after a withdrawal may do so after a period of three (3) months. Re-admittance after a withdrawal or cancellation must be submitted in writing by a formal letter, email, or through other written means to the institution's Director. The letter will be evaluated, and a decision will be made within thirty (30) days of the date of the letter. If the student wishes to re-enroll, he/she will be re-entering the institution and requires that they re-enter in the same progress status as when they left. If the student reenters with a warning or probation status, then the student will need to bring their cumulative grade and attendance percentage back up to the institutes' S.A.P. standards. A student's SAP status (i.e. satisfactory, warning, probation, etc.) can only change at the established evaluation point in the SAP policy. If the student fails to bring their GPA up to the institutes' S.A.P. standards they will be withdrawn indefinitely.

MONIS BEAUTY COLLEGE reserves the right to refuse re-admission based upon the attendance, academic, and social conduct history of the student during previous enrollment periods. MONIS BEAUTY COLLEGE also reserves the right to alter its re-enrollment policy.

- □ Previous hours completed will be credited to the students' transcripts.
- □ Previous tuition payments will be credited to the student's balance.
- □ Tuition fees and costs are subject to change. Students who are re-admitted will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- □ Prior outstanding tuition, fees, and overtime expenses must be paid in advance or satisfactory payment arrangements are to be made.

Credit for Training or Education Received from Another School or Credit for a Prior License (Transfer Students)

THIS INSTITUTION DOES NOT ACCEPT PRIOR EXPERIENTIAL LEARNING CREDITS.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION ARE AS FOLLOWS:

The transferability of credits you earn at Monis Beauty College is at the complete discretion of the institution which you seek to transfer. Acceptance of the certificate you earn in Barbering, Cosmetology, Hair Styling, Esthetician, or Manicuring is also at the complete discretion of the institution which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at this institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Monis Beauty College to determine if your credits will transfer.

Students wishing to enroll in any of our programs that have prior credit hours from another California State approved School, an existing license from the State Board, or an Out of State school or license, must meet certain requirements to have those hours/licenses accepted as credit at Monis Beauty College. They are as follows:

- □ Must meet the same admissions requirements as a student wishing to enroll without prior hours from another school.
- □ Transfer students will be allowed to use all operations and theory hours towards their educational requirements at Monis Beauty College per the following policy: credit for prior hours completed and/or prior licenses will be granted in accordance with CCR 16 § 950.10.
    - Transfer students from another school must provide either a Proof of Training or a Transcript from their prior school for review and assessment. Transfer students must pass a knowledge assessment tailored to test the level of student's ability in accordance with the number of previous hours earned. Students who possess hours in a topic but cannot demonstrate commensurate competence in that topic will not be granted credit for all or part of those hours.
    - Licensees wishing to apply their license toward training in other discipline (for example, esthetician licensee seeking to enroll in a cosmetology program with credit for their license) must provide a copy of their license and pass a knowledge assessment tailored to test the level of student's ability in accordance with the license they possess. Students who cannot demonstrate commensurate competence in that topic will not be granted credit for all or part of those hours.
- □ Transfer student may choose to use the kit given to them from the previous school attended; however, the kit must first be approved by the student's Monis Beauty College instructor. Or otherwise, we will either need to purchase Monis

Beauty College's kit or have a kit/items equivalent to the Monis Beauty College kit (these items will also need to be approved by the student's Monis Beauty College instructor).

- Students from out of state must call the State Board of Cosmetology at (916) 754-7570 to have their hours converted to California's requirements. Standard registration fees apply. All documentation must be provided to Monis Beauty College to be validated and awarded appropriately.
- Transfer students will be assessed a registration fee and tuition, based on the number of hours needed to complete their remaining required hours. Hours are multiplied by the corresponding hourly rate.

Students with licenses or training from another country must contact the Board of Barbering and Cosmetology and request their hours to be converted, as well as have their license or transcripts/certificate of training evaluated by a third-party company to certify authentication and transferability based on state and federal requirements. Certain countries' prior training hours are not transferable to the State of California. Also, training received from an apprenticeship program is not transferable according to the Board of Barbering and Cosmetology and therefore are not transferable to our school. Monis Beauty College has not entered into an articulation or transfer agreement with any other college or university.

Any student transferring into Monis Beauty College must complete all required chapters, phases, including state board prep class, to receive proof of training, completion documents, and/or diploma.

Collection of Tuition

For those students wishing to pay cash for any of the five programs the institution will accept full payment. For those students who wish to make cash payments may do so and the financial aid advisor will develop an 'In House Payment Plan' according to the schedule and the hours the student is enrolling for. The student will be required to make a deposit for the cost of the kit and books.

Statement of Non-Discrimination

Monis Beauty College does not discriminate based on gender, sex, race, ethnic origin, religion, color, age, sexual orientation, handicap, or financial status in its admission, graduation, instruction, nor any other rights and privileges.

School Policy on the Handicapped

Monis Beauty College complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and does not deny the admission of a qualified disabled person by reason of their handicap. MONIS BEAUTY COLLEGE admits those disabled individuals whose handicaps would not create a safety hazard to themselves or other students and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation from this academy.

School Information

History and Ownership

Monis Beauty College was established in 2026 as a non-Degree institution, a private for-profit organization approved for operation by the Bureau for Private Postsecondary Education and the Board of Barbering and Cosmetology. The ownership is Monis Beauty College, Inc, owned by Monica Cuellar.

Campus Facilities

The physical location of the school is in the city of Riverside, California at 9216 Magnolia Ave. The 5,000 square foot facility is comprised of administrative office space, classrooms, bathroom facilities, and a beauty academy clinic to accommodate students, instructors, and clients receiving beauty school services.
The space is sufficient to accommodate classroom space for approximately 20 students in each of the classrooms, as well as clinic space to accommodate [up to] 30 clients.

Equipment

Our equipment includes 6 shampoo bowls and 6 rows of individual stations with electrical plugs for each station. There are 6 free-standing dryer units, and a free-standing heating unit for color processing, for our Cosmetology, Hair Styling and Barbering Students.

Our Esthetician department has 6 esthetician beds, towel warmer units, magnifying lamps, 7 in 1 machine, steamers, auto-claves, microdermabrasion machine, and waxing pots for every type of wax.

Our Manicuring department has 12 stations, 12 tables with accommodating seating areas, 2 pedicuring chairs and UV lamp for gel nails.

Library and other Resource Materials

The Library is in the school's office and available during school hours. Our video reference library includes the most current DVD's and CD-ROMs. The equipment can also accommodate VHS format. Our print reference library includes books, learning manuals, and trade magazines. Students have access to these materials and may check out materials through the Director of Education's office, during regular office hours (Monday-Friday 9:30 am to 5:00 pm). You can check out library resources at the office and have access to the Internet if needed,

Instructors and Faculty

Board of Barbering and Cosmetology
2420 Del Paso Rd., Suite 100
Sacramento, CA 95834
Tel: (916) 574-7570
www.barbercosmo.ca.gov

We are a Private for-profit school approved by the following organization. Approval to means compliance with state standard set forth in the CEC. School Code: #Xxxxx

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 9534
Tel: (916) 574-8900 Fax: (916) 263-1897
www.bppe.ca.gov

School Policy on Sexual Harassment

As posted by the Fair Employment and Housing Commission: State regulations define sexual harassment as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of prohibited behavior:

- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.

- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual.

Monis Beauty College is proud of its carefully selected staff and instructors who bring breadth and depth of education and work experience from their chosen fields of study. The faculty is involved daily in their profession and brings to the institution the knowledge and skills required for success.

Code Of Ethics

- MONIS BEAUTY COLLEGE does not recruit from other schools offering similar programs.
- MONIS BEAUTY COLLEGE offers tutorial and educational counseling when needed or requested.
- MONIS BEAUTY COLLEGE strives to maintain an honest and fair relationship with its staff, students, patrons, State Board, and other business partnerships.
- MONIS BEAUTY COLLEGE advertises truthfully and makes honest representations to its students.

Approvals

We are approved by: Board of Barbering and Cosmetology

School Code:26012 Physical conduct: touching, assault, impeding or blocking movements.

- Offering benefits in exchange for sexual favors.
- Making or threatening retaliatory action after receiving a negative response to sexual advances.

Notice of Student Rights

1. The student has the right to cancel the enrollment agreement and obtain a full refund minus a non-refundable registration fee of $250.00 if cancelled by the first class or seventh day after enrollment agreement was signed, whichever is later.
2. After the end of the cancellation period, the student also has the right to stop school at any time and receive a refund for the portion of the course not completed. Refund rights are disclosed in the contract.
3. Monis Beauty College provides academic and employment advice to students when needed and/or requested.
4. The school also maintains a list of professional counselors and outside agencies to which students in need of personal counseling may be referred. Please note Monis Beauty College does not provide housing and dorms for students- estimated rent in the surrounding area is approximately $900 for a studio.

The following are the counseling/outside agencies and phone numbers:

California Dept. of Alcohol and Drug Programs.
1-800-879-2772

National Suicide Prevention Lifeline
1-800-273-TALK
(1-800-273-8255)

National Hotline Network
1-800-SUICIDE
(1-800-784-2433)

Office of Problem Gambling
1-800-GAM
BLER
(1-800-426-
2537)

National Domestic Violence
Hotline 1-800-799-7233

Alcohol and Drug Abuse 24 Hour Addictions
Referral network
1-800-577-4740

Consumer
Affairs
1-800-952-5
210

Grievance and Complaint Procedures

Students wishing to express their concern should adhere to the following procedures:

The school director is the staff member designated as the one responsible for investigation and resolution of complaints. If a student has a complaint that he/she wishes to bring to the attention of the school's administration, it may be presented orally or in writing directly to the school director or it may be presented to any other member of the staff who will promptly forward it to the school director. The school director is available in the office.

1. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
(888)370-7589
P (916) 574-8900 F (916) 263-1897
www.bppe.ca.gov

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

Job Placement Assistance

The school provides placement on bulletin boards throughout the school. In accordance with state law, Monis Beauty College does not guarantee employment or job placement as an inducement to enrollment. However, it is one of our main objectives to provide training that will make graduates employable upon becoming licensed by the State Board of Barbering and Cosmetology. Upon enrollment, the student understands that no guarantee of employment can be made to the student by any Monis Beauty College employee. Monis Beauty College will provide job referral assistance to students upon graduation if requested.

Student Services

Students are counseled individually, as often as necessary. Advisement takes place as part of the Satisfactory Progress Evaluation as schedules for each student period of enrollment. SAP encompasses all areas of academic achievement including attendance, test scores, assignment, and practical performance. Students are encouraged to come into the administrative office or school director to discuss any problems or questions which may affect their performance in school. Students may request additional advisement sessions at any time.

Starting Class Schedules for 2026 and 2027

Classes are scheduled to begin the last Monday of every other month (January (Second Tuesday), March, May, July, September, and November.

Class Schedules:

Cosmetology and Spanish Cosmetology Students

Part Time: Monday-Friday from 8:30am-1:30pm; 5:00pm – 10:00pm Barbering and Spanish Barbering Students

Part Time: Monday-Friday from 8:30am-1:30pm; 5:00pm – 10:00pm

Esthetician and Spanish Esthetician Students

Part Time : Monday-Friday from 8:30am-1:30pm: 5:00pm -10:00pm

Hair Styling and Spanish Hair Styling Students

Part Time : Monday-Friday from 8:30am-1:30pm: 5:00pm -10:00pm

Manicuring and Spanish Manicuring Students

Part Time : Monday-Friday from 8:30am-1:30pm: 5:00pm -10:00pm

End Date Schedules

All Monis Beauty College programs are clock hour programs. Graduation dates are based on actual attendance and are subject to change. The normal time calculations are at 100% attendance and all observed holidays*.

Course	Required Hours	Weeks	Maximum Weeks
Cosmetology Full-Time	1000	34 Weeks	48 Weeks
Cosmetology Part-Time Day	1000	50 Weeks	72 Weeks
Spanish Cosmetology Full-Time	1000	34 Weeks	48 Weeks
Spanish Cosmetology Part-Time Day	1000	50 Weeks	72 Weeks
Barbering Full-Time	1000	34 Weeks	48 Weeks
Barbering Part-Time Day	1000	50 Weeks	72 Weeks
Spanish Barbering Full-Time	1000	34 Weeks	48 Weeks
Spanish Barbering Part-Time Day	1000	50 Weeks	72 Weeks
Hair Styling Part-Time	600	27 Weeks	38.5 Weeks
Spanish Hair Styling Part-Time	600	27 Weeks	38.5 Weeks
Esthetician Part-Time	600	27 Weeks	38.5 Weeks
Spanish Esthetician Part-Time	600	27 Weeks	38.5 Weeks
Manicuring Full-Time	400	10 Weeks	14.5 Weeks
Manicuring Part-Time	400	18 Weeks	25.75 Weeks
Spanish Manicuring Full-Time	400	10 Weeks	14.5 Weeks
Spanish Manicuring Part-Time	400	18 Weeks	25.75 Weeks

The student's contract for education requires that he/she complete your course within a timely manner, according to his/her course of study and class schedule. Students who have successfully completed this program will be awarded a diploma. To graduate, students must meet all academic requirements with at least 70%, complete all required hours and procedures and must satisfy all financial obligations to the school. This institute requires that the students keep a minimum of 70% attendance and academics. The maximum time frame may not exceed 143% of the scheduled hours.
If the student has not completed this course by his/her expected date of completion, he/she will be charged an additional fee of $10.00 for each remaining hour needed to complete the course.

School Days, Hours and Holidays

The school is open 5 days a week: Monday through Friday.
Monday-Friday 8:30 a.m.– 1:30 p.m; 5:00pm - 10:00pm

Calendar/ Holidays

The institution is closed during the following holidays:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day, Friday, & Saturday following
- Winter Break: Dates vary

A "special" holiday may be declared for emergencies or special reasons. Holy days of all religious beliefs are respected and allowed. Depending on the day of the week the holiday falls on, additional days may be included in conjunction with the holiday.

Curriculum for Barbering Course (English and Spanish)

The barbering course curriculum shall consist of 1000 hours of technical instruction and practical training covering all areas of cosmetology required to pass the California State Licensing Examination. Technical instruction is instruction by demonstration, lecture, classroom participation or examination. Practical operation is an actual performance by the student of a complete service on another person or mannequin. The school also provides training in communication skills, building professional relations, resume construction, interview techniques, job searching tools, and business management.
The course hours consist of:
200 hours of freshman classes = a freshman sign off sheet turned in and a practical test taken and passed with 70% or higher to progress to the senior clinic floor.
400 hours of junior classes = monthly assignment sheets turned in, junior project turned in and evaluation tests taken and passed with 70% or higher before progressing to senior classes.
400 hours of senior classes = monthly assignment sheets turned in, senior project completed, disinfection and sanitation report turned in, and a final evaluation (baby board) test taken.

Goal/Objective: It is Monis Beauty College's goal to provide the student with the knowledge and confidence to perform basic industry skills, so the student is prepared to enter the beauty industry for a successful and rewarding career.
Grading Procedures: Students are evaluated on a regular basis on attendance and academic work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. A = 100% - 90%, B = 89% - 80%, C = 79% - 70%, D = 69% - 60% and F = 59% - 0. Students must maintain a C (70%) average to maintain satisfactory academic status as well as a minimum of 70% attendance of their scheduled time.

Requirements for Graduation

- Completion of 1000 hours of training including theory hours and practical operations as required by the Board of Barbering and Cosmetology for the State of California.
- Completion of all chapter tests and required assignments with an academic grade of 70% or better.

Job Opportunities

Entry-level licensed barbers will have the ability to work as an apprentice, commission-based hairdressers and barbers, or even operate a rental space if he/she has obtained a client base in all aspects of training in his/her field. Licensed barbers with experience can be employed as barbers, hairdressers, salon owners, product representatives, salon managers, platform artists, beauty business consultants, state board examiners, or school instructors, and more.

Barbering Course Description

State Requirement for Technical Instruction and Practical Operation for Cosmetology

HAIRDRESSING:

Permanent Waving and Straightening (200 hours)

- Permanent Waving
- Japanese & Keratin Smoothing Treatments
- Chemical Relaxing
- Soft Cure Permanent

Haircutting (100 hours)

- Haircut fundamental
- Understanding and Proper Use of Tools
- Woman Haircut
- Hair Texturizing
- Razor Cuts
- Histology of hair
- Man haircut
- Clipper Cut/ Trimmers

Hair coloring and bleaching (200 hours)

- Color Theory
- Consultation
- Product Knowledge
- Formulation
- Color Correction

Hair Styling (400 hours)

- Styling Hair
- Wig and Additions
- Braiding
- Hair Extensions
- Blow-dry Styling
- Thermal Styling
- Long/Short hair design
- Press & Curl
- Scalp Treatment

HEALTH AND SAFETY:

Health and Safety (200 hours)

- Barbering and Cosmetology Board Act/Rules
- Health and Safety
- Barber Chemistry
- Disinfection & Sanitation
- Bacteriology Anatomy & Physiology

ADDITIONAL TRAINING

Additional (100 hours)

- Additional Training in Shaving and Facials for Shaving Preparation

Curriculum for Cosmetology Course (English and Spanish)

The cosmetology course curriculum shall consist of 1000 hours of technical instruction and practical training covering all areas of cosmetology required to pass the California State Licensing Examination. Technical instruction is instruction by demonstration, lecture, classroom participation or examination. Practical operation is an actual performance by the student of a complete service on another person or mannequin. The school also provides training in communication skills, building professional relations, resume construction, interview techniques, job searching tools, and business management.
The course hours consist of:
200 hours of freshman classes = a freshman sign off sheet turned in and a practical test taken and passed with 70% or higher to progress to the senior clinic floor.
400 hours of junior classes = monthly assignment sheets turned in, junior project turned in and evaluation tests taken and passed with 70% or higher before progressing to senior classes.
400 hours of senior classes = monthly assignment sheets turned in, senior project completed, disinfection and sanitation report turned in, and a final evaluation (baby board) test taken.

Goal/Objective: It is Monis Beauty College's goal to provide the student with the knowledge and confidence to perform basic industry skills, so the student is prepared to enter the beauty industry for a successful and rewarding career.
Grading Procedures: Students are evaluated on a regular basis on attendance and academic work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. A = 100% - 90%, B = 89% - 80%, C = 79% - 70%, D = 69% - 60% and F = 59% - 0. Students must maintain a C (70%) average to maintain satisfactory academic status as well as a minimum of 70% attendance of their scheduled time.

Requirements for Graduation

- Completion of 1000 hours of training including theory hours and practical operations as required by the Board of Barbering and Cosmetology for the State of California.
- Completion of all chapter tests and required assignments with an academic grade of 70% or better.

Job Opportunities

Entry-level licensed cosmetologists will have the ability to work as an apprentice, commission-based hairdresser, or even operate a rental space if he/she has obtained a client base in all aspects of training in his/her field. Licensed cosmetologists with experience can be employed as hairdressers, estheticians, nail artists, make-up artists, salon owners, product representatives, salon managers, platform artists, beauty business consultants, state board examiners, or school instructors, and more.

Cosmetology Course Description

State Requirement for Technical Instruction and Practical Operation for Cosmetology

HAIRDRESSING:

Permanent Waving and Straightening (200 hours)

- Permanent Waving
- Japanese & Keratin Smoothing Treatments
- Chemical Relaxing
- Soft Cure Permanent

Haircutting (100 hours)

- Haircut fundamental
- Understanding and Proper Use of Tools
- Woman Haircut
- Hair Texturizing
- Razor Cuts
- Histology of hair
- Man haircut
- Clipper Cut/ Trimmers

Hair coloring and bleaching (200 hours)

- Color Theory
- Consultation
- Product Knowledge
- Formulation
- Color Correction

- Styling Hair
- Wig and Additions
- Braiding
- Hair Extensions
- Blow-dry Styling

Hair Styling (400 hours)

- Thermal Styling
- Long/Short hair design
- Press & Curl
- Scalp Treatment

HEALTH AND SAFETY:

Health and Safety (200 hours)

- Cosmetology Board Act/Rules
- Health and Safety
- Cosmetology Chemistry
- Disinfection & Sanitation
- Bacteriology Anatomy & Physiology

ADDITIONAL TRAINING

Additional (100 hours)

- Additional Training

Curriculum for Hair Styling Course (English and Spanish)

The Hairstyling course curriculum shall consist of 600 hours of technical instruction and practical training covering all areas of cosmetology required to pass the California State Licensing Examination. Technical instruction is instruction by demonstration, lecture, classroom participation or examination. Practical operation is an actual performance by the student of a complete service on another person or mannequin. The school also provides training in communication skills, building professional relations, resume construction, interview techniques, job searching tools, and business management.
The course hours consist of:
100 hours of freshman classes = a freshman sign off sheet turned in and a practical test taken and passed with 70% or higher to progress to the senior clinic floor.
200 hours of junior classes = monthly assignment sheets turned in, junior project turned in and evaluation tests taken and passed with 70% or higher before progressing to the senior classes.
300 hours of senior classes = monthly assignment sheets turned in, senior project completed, disinfection and sanitation report turned in, and a final evaluation (baby board) test taken.

Goal/Objective: It is Monis Beauty College's goal to provide the student with the knowledge and confidence to perform basic industry skills, so the student is prepared to enter the beauty industry for a successful and rewarding career.
Grading Procedures: Students are evaluated on a regular basis on attendance and academic work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. A = 100% - 90%, B = 89% - 80%, C = 79% - 70%, D = 69% - 60% and F = 59% - 0. Students must maintain a C (70%) average to maintain satisfactory academic status as well as a minimum of 70% attendance of their scheduled time.

Requirements for Graduation

- Completion of 600 hours of training including theory hours and practical operations as required by the Board of Barbering and Cosmetology for the State of California.
- Completion of all chapter tests and required assignments with an academic grade of 70% or better.

Job Opportunities

Entry-level licensed hair styling will have the ability to work as an apprentice, commission-based hairdresser, or even operate a rental space if he/she has obtained a client base in all aspects of training in his/her field. Licensed hair stylists with experience can be employed as hairdressers, hairdressers artists, salon owners, product representatives, salon managers, platform artists, beauty business consultants, state board examiners, school instructors, and more.

Hair Styling Course Description

State Requirement for Technical Instruction and Practical Operation for Cosmetology

HAIRDRESSING:

Permanent Waving and Straightening (100 hours)

- Permanent Waving
- Japanese & Keratin Smoothing Treatments

Haircutting (100 hours)

- Haircut fundamental
- Understanding and Proper Use of Tools
- Woman Haircut
- Hair Texturizing

Hair coloring and bleaching (100 hours)

- Color Theory
- Consultation
- Product Knowledge
- Styling Hair
- Wig and Additions
- Braiding
- Hair Extensions
- Blow-dry Styling

HEALTH AND SAFETY:

Health and Safety (100 hours)

- Cosmetology Board Act/Rules
- Health and Safety
- Cosmetology Chemistry
- Disinfection & Sanitation
- Bacteriology Anatomy & Physiology

ADDITIONAL TRAINING

150 hours of senior classes = senior project, disinfection and sanitation report turned in, and a final evaluation (baby board) test taken.

Goal/Objective: It is Monis Beauty College's goal to provide the student with the knowledge and confidence to perform basic industry skills, so the student is prepared to enter the beauty industry for a successful and rewarding career.

Grading Procedures: Students are evaluated on a regular basis on attendance and academic work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. A = 100% - 90%, B = 89% - 80%, C = 79% - 70%, D = 69% - 60% and F = 59% - 0. Students must maintain a C (70%) average to maintain satisfactory academic status as well as a minimum of 70% attendance of their scheduled time.

Requirements for Graduation

- Completion of 600 hours of training including theory hours and practical operations as required by the State of California.

Additional (50 hours

- Additional Training

- Chemical Relaxing
- Soft Cure Permanent

- Razor Cuts
- Histology of hair
- Man haircut
- Clipper Cut/ Trimmers

- Formulation
- Color Correction

Hair Styling (200 hours)

- Thermal Styling
- Long/Short hair design
- Press & Curl
- Scalp Treatment

Curriculum for Esthetician Course (English and Spanish)

The curriculum for students enrolled in an Esthetician course shall consist of 600 hours of technical instruction and practical operations covering all practices constituting the care of an Esthetician. The technical instructions include demonstrations, lectures, discussions, guest speakers, audiovisuals, and examinations. Practical operations include actual performance by the students of a complete service on person or mannequin.

The course hours consist of:
150 hours of freshman classes = a freshman sign off sheet turned in and a practical test taken and passed with 70% or higher to progress to the senior clinic floor.
300 hours of junior classes = junior project turned in and evaluation tests taken and passed with 70% or higher before progressing to the senior classes.

- Completion of all chapter tests and required assignments with an academic grade of 70% or better.

Job Opportunities

Newly licensed Estheticians will have the ability to be employed as an entry-level esthetician earning commission, salary, or even operate a rental space, full-service salon, or medical clinic. Licensed Estheticians with experience can be employed as spa manager, spa owner, skin care professional, make-up artist, product representative, educator, and school instructor.

Esthetician Course Requirements

State Requirement for Technical Instruction and Practical Operation for Esthetician
Health and Safety (100 hours)
Disinfection and Sanitation (100 hours)

- Infection Control
- Anatomy
- Physiology / Histology
- Skin Analysis
- Basic Facials

Facials (350 hours)

- Treatment room
- Chemistry
- Ingredients in product
- Electricity
- Use of facial machines
- Waxing / tweezing

Hair Removal and Makeup (50 Hours)

- Facial massage
- Nutrition
- Skin diseases and disorders
- Advanced techniques
- Make-up
- State board prep course

- State Board pre course
- Aromatherapy
- Back facials
- Health & Safety
- Paraffin treatments

- State Board prep course
- Galvanic treatment
- High frequency treatment
- Business opportunities in esthetician
- Salon Success

- Business aspect
- Introduction to chemical peels
- Body treatments
- Advanced facials
- Advanced massage

Curriculum for Manicuring Course (English and Spanish)

The curriculum for students enrolled in a Manicuring course shall consist of 400 hours of technical instruction and practical operations covering all areas of Manicurists and pedicurists. Technical instructions include demonstration lecture, classroom participation, guest speaker, audiovisuals, and examinations. Practical operations include actual performances by the student of complete service on another person.

The course hours consist of:

100 hours of freshman classes = practical test taken and passed with 70% or higher to progress to the senior clinic floor.

200 hours of junior classes = junior project turned in and evaluation tests taken and passed with 70% or higher before progressing to the senior classes.

100 hours of senior classes = disinfection and sanitation report turned in and a final evaluation (baby board) test taken.

Goal/Objective: It is Monis Beauty College's goal to provide the student with the knowledge and confidence to perform basic industry skills, so the student is prepared to enter the beauty industry for a successful and rewarding career.

Grading Procedures: Students are evaluated on a regular basis on attendance and academic work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. A = 100% - 90%, B = 89% - 80%, C = 79% - 70%, D = 69% - 60% and F = 59% - 0. Students must maintain a C (70%) average to maintain satisfactory academic status as well as a minimum of 70% attendance of their scheduled time.

Requirements for Graduation

- Completion of 400 hours of training including theory hours and practical operations as required by the State of California.
- Complete all chapter tests and required assignments with an academic grade of 70% or better.

Job Opportunities

For newly licensed Manicuring, job opportunities include entry-level positions as a pedicurist, Manicuring and even nail enhancement technician. Experienced Manicuring can advance to salon managers, owners, traveling sales reps. or even instructors.

Manicuring Course Description

State Requirement for Technical Instruction and Practical Operation for Manicuring

Health and Safety (100 hours)

- Board Act / Regulation
- Health & Safety / infection control
- Hazardous
- Nail disease disorder
- Nail tips & nail wrap
- Bacteriology
- Basic acrylic application
- Chemistry of product
- Anatomy and physiology
- Spa pedicure

Nail Care (300 hours)

- Water manicure
- Water pedicure
- Acrylic nails
- Skin structure, growth, and nutrition
- Nail structure
- Salon safety and sanitation Advanced manicure
- Advanced liquid / powder
- Basic electricity
- Electric filing
- Gel nail / UV & LED Gel
- State Board procedures
- Product chemistry
- Business class / professional image, resume, interview profile

Diploma and State Exam Licensing Requirements

Upon successful completion of all course requirements and assignments, a diploma will be issued. A Proof of Training document will also be issued when the course and all its corresponding requirements are met. In the case that the student does not complete all course requirements and assignments at the time of their program's total actual hours, the student is still a student of Monis Beauty College until the deficiency in their academics is completed. A student will not be allowed to hold any graduation ceremonies at Monis Beauty College or receive personal services until their academics are completed. It is the student's responsibility to maintain a good academic and financial standing at the time of their completion of the program.

Requirement for Licensure

- Applicants must be at least 17 years of age.
- Applicant must have completed the tenth grade or its equivalent.
- Applicants must complete all requirements and clock hours for their prescribed course.
- Applicants must submit the required forms for the examination and pay all required licensure fees.
- Each applicant must have a government approved Picture Identification card and a valid social Security Number or ITIN.
- Students will not be able to obtain a license or employment without a valid social security number or ITIN.
- Students must pass a written licensing examination by the Board of Barbering and Cosmetology.

Students who have criminal convictions (felony or misdemeanor) the application will automatically be forwarded to the investigations department of Board of Barbering and Cosmetology. Applicants must submit CERTIFIED Court Documentation for all convictions and sentencing and include a personal statement explaining the crime, sentencing and rehabilitation efforts. If you do not provide all requested documentation, your application will be delayed for 2 to 6 months.
For more information, you may contact:

Board of Barbering & Cosmetology
2420 Del Paso Rd. Suite 100
Sacramento, CA 95834
916-574-7570

Disclosure of Educational Records and the Privacy Act

All students and legal guardians of dependent minors will be notified of their rights through annual publication in the catalog to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personally identifiable information, and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students or parents of dependent minor students are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement. Personally, identifiable information which is designated as directory information includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

A parent or student must make a request in writing to review educational records.

Records will be made available in the appropriate institutional office on an appointment basis.

No personally identifiable information will be released to a third party without the written consent of the student or guarding of a dependent minor student unless it is:

A) to other school officials who have an educational interest in the information
B) to representatives of the Comptroller General of the United States, the Secretary of Education or State and local educational authorities.
C) To State officials if required by State Statute.
D) To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for study.
E) To accrediting agency to conduct accrediting functions.
F) To comply with a judicial order or subpoena
G) To meet a health or safety emergency

Policies on the Retention of Student Records

All necessary student records will be retained for five (5) years by Monis Beauty College. All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records. For official copies of school records please contact the school administrator or administrative assistant. The original and copies of withdrawal/completion records are included in the initial fees of the school course. Any additional copies that are required at a later date will be charged a fee of $15.00 in certified funds. **Transcripts, certificates of completion and Proof of Training documents will be maintained permanently.**

Leave of Absence Policy (LOA) or Temporary Interruption

Occasionally, students may experience extended personal or medical problems which make it difficult to attend classes. The institution may allow a student to take a leave of absence (LOA) from the program. Valid reasons for taking a LOA include pregnancy, hospitalization of the student, temporary disability, immediate family or someone whom the student is designated as the primary care giver, military duty, serious medical emergency, living/transportation accommodations, scheduled vacations, and so forth.

1) Student must follow the institution's LOA policy. A leave of absence may not be allowed during freshman class.
2) The LOA must be submitted in advance and requested in writing (whether by signing the request documents in person or by email to the school's administrative staff), must include the reason for the student's request, and include the student's signature. Request must be approved by the Institute's Administrator or Director.

- On occasion, unforeseen circumstances may prevent this from happening. For example, if a student were injured in a car accident and needed a few weeks to recover before returning, the student would not have been able to request the LOA in advance. In this case, the LOA beginning date would be determined by The School to be the first date the student was unable to attend school.
- The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The institution must document the reason for its decision and collect the request from the student later. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. The written request must be submitted and signed as soon as the student is able. If the student is unable to physically come in to sign the LOA documents, the student must

provide proof of inability (for example: a doctor's note, emergency travel, and so forth) and notify the office when able to come in to sign the paperwork.

3) In order to grant a LOA to a student, there must be a reasonable expectation that the student will return from the leave.

4) The written request must include the starting and ending date of the LOA. A LOA may be granted for a minimum of fourteen (14) days and a maximum of one hundred eighty (180) days.

5) Monis Beauty College reserves the right to amend this policy on a case-by-case basis and final approval is given by the school director.

- The LOA together with any additional leaves of absence, must not exceed a total of 180 days within a 12-month period

6) A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required during this time on LOA.

7) The institution will extend the student's contract period by the same amount of time taken in the LOA which will be documented on a contract addendum.

8) Should a student need to extend the LOA, the extension must be submitted three (3) business days prior to the end date on the original LOA form. The student will be notified by Administration if the extension is approved.

9) Leave of absences is not official until all required documentation is filed and approved. If a student is not on an official (approved) LOA and misses fourteen (14) consecutive calendar days, his/her contract will be terminated. (See Rules & Regulations: Attendance). Additional LOA's may be granted if the reason needed falls under the Federal FMLA Act.

10) If a student does not return from a LOA by the date the student specified per written request or on LOA paperwork, the student's official withdrawal date (for the purpose of calculating a refund) is always the student's last date of attendance.

Students will not be assessed additional tuition charges while on their LOA. A Leave of Absence extends the student's contract period and maximum time frame by the same amount of time taken during the LOA. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed prior to taking the LOA and will return to the same SAP status. Students returning from LOA must coordinate their return with the school Administrator. Students who fail to return from the LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of the LOA. Upon early return to school, the LOA will be considered completed. For the purpose of calculating a refund, the student's withdrawal date will reflect the student's last day of attendance.

If a student has not completed the proper LOA procedures, all time missed will count as absences from school and will affect overtime charges and Satisfactory Progress. If a student misses over 14 consecutive class days without an official approved Leave of Absence, his/her contract will be terminated. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Students with Injuries or Contagious Disease

Students who have been injured and are unable to perform their regular duties must bring a doctor's note to the school Director immediately upon arriving to school and apply for a leave of absence if the time away exceeds fourteen (14) consecutive calendar days. Students who are diagnosed with a contagious disease, infection or other illness that may be transmitted to others must stay home until they have been cleared up to come back by their doctor. Students should call the office by the first school day missed/absent and discuss their condition and possible return date. The administrative staff will help the student determine if a leave of absence is needed.

Satisfactory Academic Progress Policy

The Satisfactory academic progress (SAP) policy is contained in The School's catalog, which is issued prior to a student's enrollment. The SAP policy is consistently applied to all students enrolled at the school. Satisfactory Academic Progress is a measure by which the school monitors the student's progress toward completion of his/her course. Each student is expected to meet the minimum standards of this policy in order to progress in the course and remain enrolled in Monis Beauty College. The SAP encompasses all areas of academic achievement including attendance, test scores, assignments, and practical performances. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

- Students must maintain an overall academic grade point average of 70%
- Students must maintain an average attendance rate of at least 70% of the scheduled hours.
- Students must adhere to all school policies
- Course incompletes, repetition and non-credit remedial courses have no effect on Satisfactory Progress.
- Students who meet the minimum requirement for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.
- Students will be given a copy of her SAP results and a copy of her progress report.

The time missed while on a LOA does not affect the student's SAP status as their program is paused during this time- in other words, their attendance and academic status remains the same during their time on LOA. The LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. *See Leave of Absence Policy for additional details*.

Hours that are accepted by another institution are counted as both attempted and completed hours for the purpose of determining when the maximum allowable timeframe has been exhausted. SAP evaluation periods will be based on actual contracted hours. *See transfer policy for additional details.*

Re-entry students will be considered to be in the same progress status as when they withdrew. *See the re-entry policy for additional details.*

SAP Evaluation Periods: SAP evaluations periods are based on **scheduled hours** and include quarterly tests written. All tests need to be taken and passed before proceeding on to the next quarter.

At each evaluation period, students meet individually with the School Director or Educator to review Satisfactory Academic Progress. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Progress reports are retained in the student file and a copy is provided to students.

Cosmetology: 450 and 900 scheduled hours
Spanish Cosmetology: 450 and 900 scheduled hours
Barbering: 450 and 900 scheduled hours
Spanish Barbering: 450 and 900 scheduled hours
Hair Styling: 300 scheduled hours **Spanish Hair Styling**: 300 scheduled hours **Esthetician**: 300 scheduled hours **Spanish Esthetician**: 300 scheduled hours **Manicuring:** 200 scheduled hours **Spanish Manicuring:** 200 scheduled hours

* Transfer students – will either receive a report based on the time specifications listed above or by midpoint of the contracted hours of the established evaluation periods, whichever comes first.

Attendance Progress Evaluations

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

Students must complete the entire program within a maximum time frame, not to exceed 150% of scheduled hours required in the program. Students who exceed the maximum time frame may be subject to overtime fees and be required to make cash payments. All payments, including overtime fees are due prior to graduation.

COURSE		MAXIMUM TIME ALLOWED
Cosmetology (Full-Time, 30 hrs/wk) -	1000 hrs	48 weeks
Cosmetology (Part-Time, 20 hrs/wk) -	1000 hrs	72 weeks
Spanish Cosmetology (Full-Time, 30 hrs/wk) -	1000 hrs	48 weeks
Spanish Cosmetology (Part-Time, 20 hrs/wk) -	1000 hrs	72 weeks
Barbering (Full-Time, 30 hrs/wk) -	1000 hrs	48 weeks
Barbering (Part-Time, 20 hrs/wk) -	1000 hrs	72 weeks
Spanish Barbering (Full-Time, 30 hrs/wk) -	1000 hrs	48 weeks
Spanish Barbering (Part-Time, 20 hrs/wk) -	1000 hrs	72 weeks
Hair Styling (Part-Time, 25 hrs/wk) –	600 hrs	24 weeks
Spanish Hair Styling (Part-Time, 25 hrs/wk) –	600 hrs	24 weeks
Esthetician (Part-Time, 25 hrs/wk) –	600 hrs	24 weeks
Spanish Esthetician (Part-Time, 25 hrs/wk) –	600 hrs	24 weeks
Manicuring (Full-Time, 40 hrs/wk) -	400 hrs	14.3 weeks
Manicuring (Part-Time, 25 hrs/wk) -	400 hrs	16 weeks
Spanish Manicuring (Full-Time, 40 hrs/wk) -	400 hrs	14.3 weeks
Spanish Manicuring (Part-Time, 25 hrs/wk) -	400 hrs	16 weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study through exams, tests, written reports, and/or performance evaluations. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100%-90% = A = 4.0 Superior
Performance 89%-80% = B = 3.0 above
Average
79%-70% = C = 2.0 Average
69%-60% = D = 1.0 Unsatisfactory
59%-0% = F = 0.0Fail

Attendance Progress Evaluations
Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Progress Evaluations
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study through exams, tests, written reports, and/or performance evaluations. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100%-90% = A = 4.0 Superior
Performance 89%-80% = B = 3.0 above
Average
79%-70% = C = 2.0 Average
69%-60% = D = 1.0 Unsatisfactory
59%-0% = F = 0.0 Fail

Determination of Progress Status
Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress report at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning
Students who fail to meet minimum requirements for attendance of academic progress are placed on warning and considered to be working towards raising their satisfactory academic progress while during the warning period. The student will be advised [in writing] on the actions required in order to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation
Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be working towards raising their satisfactory academic progress during the probationary period, ***if the student appeals the decision, and prevails upon appeal***. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required in order to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Monis Beauty College students who withdraw prior to completion of the course and wish to re-enroll with Monis Beauty College will return in the same satisfactory academic progress status as at the time of withdrawal- this applies to both academic and attendance standings.

Appeal Procedures
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the students' situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within ten (10) calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions
Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours
With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Academic Year
This SAP policy academic year used for all programs (Cosmetology, Cosmetology (Spanish), Esthetician, and Manicuring) is 900 clock hours.

Grading Scale

Students are evaluated on a regular basis on attendance, academic and clinical work. The academic and clinical work evaluations are measured on standard percentile basis and the percentage equated to a letter grade. Students must maintain a C (70%) average to maintain satisfactory academic status. Below is the breakdown of our institution's grading scale.

100%-90% = A = 4.0 Superior Performance
89%-80% = B = 3.0 above Average
79%-70% = C = 2.0 Average
69%-60% = D = 1.0 Unsatisfactory
59%-0% = F = 0.0 Fail

Testing Policies

At the end of each evaluation period, an exam will be given. This exam will consist of written and practical criteria according to the course requirement. The exam will cover portions of the program reviewed.

Written:

1. Students will be scheduled for their test 1 week in advance.
2. Students must be present at the start of the test.
3. Any student absent or tardy will have to reschedule their test with the instructor.
4. Students must score 70% or higher to pass. Practical:
1. Students must be on time and prepared with their testing supplies.
2. Any student absent or tardy will have to reschedule their test with the instructor. Make-up Tests or Failed Tests:
1. A failed or missed examination must be made up within 2 weeks after their scheduled test.
2. A list of students who need to make up a failed or missed test will be posted in the theory classroom.
3. Students will be allowed to make up a failed test can retake free of charge.

Mock State Board Exam

A Mock State Board Theory Exam will be scheduled for the students during their course of study. A 70% percent test score must be achieved. Students who no call- no show will have one (1) opportunity to re-take the exam at no charge. Also, for the students who fail the examination they will have one opportunity to retake the examination at no charge. Every attempt thereafter to retake the exam will be charged a $50.00 examination fee. 2nd time failure or missed test will result in a lower GPA for an evaluation and may place the student on warning.

Experiential Learning

Monis Beauty College is aware of the importance of education and field exposure in the industry.
Monis Beauty College will award hours for attending educational classes approved by the school director only. Credit given for such educational events will equal the amount of hours completed during the approved educational event. Examples of these classes include Dermalogica, OPI, Framesi, etc.

The student must complete a Monis Beauty College Experiential Learning Form designating the time and place the event is being held. The field trips will have designated educator or faculty member in attendance. Students must sign in and out at designated times to receive full hours.

Monis Beauty College Outreach Events:
These are events where students volunteer to represent Monis Beauty College in the public. Examples of these events are High School Career Fairs and Community Services. Students will be under the supervision of instructors and will be performing clinical activities relevant to their course of study. To receive hours for attending an outreach event; the student must complete an EL Form prior to attending the event. The Outreach events will be scheduled and approved by the school director only. Hair shows are on a volunteer basis and credit will only be awarded if a Monis Beauty College Instructor is present. Students must give the instructor in charge of the event at least 24-hour notice if they cannot attend an event they volunteered for. Failure to communicate in a timely manner or committing a No Call No Show will result in a write-up in the student's file and a 2-day school suspension.

Total Field Trip Hours Allowed:

Cosmetology and Spanish Cosmetology ; Barbering and Spanish Barbering:	50 hours
Hair Styling and Spanish Hair Styling; Esthetician and Spanish Esthetician:	20--hours
Manicuring and Spanish Manicuring:	15 hours

School Rules & Regulations:

The following are a list of guidelines that students must commit to and follow during enrollment at Monis Beauty College. These guidelines were established to provide a consistent work environment for each student. Following these rules and regulations will prepare students for professional work habits. It will also create a safe focus and enjoyable learning environment.

Attendance

Monis Beauty College's Satisfactory Academic Progress Policy requires each student to stay within 70% of their scheduled attendance according to his/her enrollment agreement. No student can exceed 150% of the time allowed to complete his/her course.

Cosmetology = 1,000 hours; not to exceed 1,500 hours.
Full time = 34 weeks completion; not to exceed 50 weeks.
Part time = 50 weeks completion; not to exceed 75 weeks.

Spanish Cosmetology = 1,000 hours; not to exceed 1,500 hours.
Full time = 34 weeks completion; not to exceed 50 weeks.
Part time = 50 weeks completion; not to exceed 75 weeks.

Barbering = 1,000 hours; not to exceed 1,500 hours.
Full time = 34 weeks completion; not to exceed 50 weeks.
Part time = 50 weeks completion; not to exceed 75 weeks.

Spanish Barbering = 1,000 hours; not to exceed 1,500 hours.
Full time = 34 weeks completion; not to exceed 50 weeks.
Part time = 50 weeks completion; not to exceed 75 weeks.

Hair Styling = 600 hours; not to exceed 900 hours.
Part time = 30 weeks completion; not to exceed 40 weeks.
Spanish Hair Styling = 600 hours; not to exceed 900 hours.
Part time = 30 weeks completion; not to exceed 40 weeks.

Esthetician = 600 hours; not to exceed 900 hours.
Part time = 30 weeks completion; not to exceed 40 weeks.
Spanish Esthetician = 600 hours; not to exceed 900 hours.
Part time = 30 weeks completion; not to exceed 40 weeks.

Manicuring= 400 hours; not to exceed 600 hours.
Full time = 10 weeks completion; not to exceed 15 weeks.
Part time = 20 weeks completion; not to exceed 30 weeks. Spanish Manicuring= 400 hours; not to exceed 600 hours. Full time = 10 weeks completion; not to exceed 15 weeks. Part time = 20 weeks completion; not to exceed 30 weeks.

Any student exceeding their allotted time will be withdrawn from the academy and will have to follow procedures for re-enrollment found in the school catalog. Holidays, leave of absences and school closures will extend the student's contract to the exact amount of time scheduled to be closed or absent.

Each student has selected a schedule on their enrollment agreement before enrolling into Monis Beauty College. It is the student's responsibility to arrive at school on time and remain in school according to their contracted schedule. The student must contact the Administrator to report tardiness and absences. Any student maintaining less than 100% attendance will reflect negatively on their progress report and may incur over contract charges.

Each student has signed an enrollment agreement that states the start date and expected graduation date by a specific date. Each student is given an additional grace period. This grace period is 10% of the contracted hours on the enrollment agreement. Students requiring more than fourteen (14) consecutive calendar days or more of absence must put in a Leave of Absence request (see Leave of Absence for more information).

Time Clock

Monis Beauty College records time by clock hours. Students are required to clock in and out of school using the time clock located at the front of the school. Hours are given according to the time that a student clocks in and out rounding to the nearest 15 minutes. For example: A student clocking in at 9:35 a.m. and clocking out at 5:55 p.m. will receive 7 ¾ hours for the day. A student clocking in at 9:30 a.m. and clocking out at 6:00 p.m. will receive the full 8 hours. 30-minute lunches are required for full time students and any students that stay on campus for over 5 hours. Full time students are required to clock out for their lunch. Students who forget to clock out for lunch will lose 1 hour from their time. Students who go beyond their 15-minute break or 30-minute lunch limit will be given a first warning and be written up. The second warning will be a full day suspension and further violations will be reported to the school director. **It is the students' responsibility to remember to clock in and out for lunch and for the day** in order to receive credit. If a student forgets to clock in on us for the day he/she will not accumulate those hours. **(NO EXCEPTIONS)**. Students who leave the campus **must** clock out. Every student is expected to clock in and out for themselves. In the event that there is ever a student caught clocking in or out for another student, which will result in immediate expulsion. **NO EXCEPTIONS**.

In the case of a power outage, or if the time clock is down, students must sign in/out with an instructor or office official to receive credit for the day.

Tardiness is not tolerated at Monis Beauty College. All students are expected to be clocked in and in their seats and prepared for class by their assigned start time. If a student is more than 5 minutes late, he/she will not be allowed to attend school for the day. The institutional doors will open at 9:20 a.m. to admit students for their safety. Exceptions for tardiness regarding accidents: a student must have a police report if he/she is the one involved in the accident. For accidents on the freeway, there must be proof on the internet that the Administrator can verify. Students who do not call half an hour before their scheduled time Tuesday through Friday will not be allowed to attend school for the day. **Normal traffic is not an excused tardy**. Students will be allowed a one-time non-verified tardy that meets the above conditions without sufficient documentation.

Make Up Hours

A student may make up his/her absence hours on Saturdays, organized school events, by taking clients before/after normal scheduled hours, or on makeup work assigned by the student's instructor. The student must fill out the appropriate form to receive approval from the administration to make up hours. If the students' attendance is above 90%, they will not be approved to make up any absence hours. If the student does not come to school the following day, after they make up hours, the makeup hours will not be awarded. A student must follow all school policies while making up hours, such as dressing in a professional manner or taking a 30-minute lunch break after working for 5 or more hours. It is the student's responsibility to obtain approval from an instructor and inform the administration beyond their scheduled hours. Failure to do so will result in the student not receiving credit for those hours.

Students must complete making up their absence hours before 2 weeks prior to their graduation date. Once the student reaches the projected 2 weeks prior to their graduation date, they must cease makeup hours. Students will be suspended and may not come to school until all overages are paid and required tests or operations are completed. If a student reaches his/her expected graduation date and has yet to complete the required tests or operations, he/she will continue to accrue overage until requirements are met.

Overages

Overages are incurred when a student reaches the expected graduation date stated on their contract and needs additional time to complete hours or operations. Monis Beauty College will extend a courtesy period of additional training. (Cosmetology [160 hours], Esthetician [60 hours], and Manicuring [40 hours]). The courtesy hours cover all absences due to emergencies, court dates, and personal absences. Thereafter an extra tuition charge will be assessed for the additional time necessary to complete the required hours based on the students' scheduled hours of attendance. Monis Beauty College charges $10.00 per hour for additional instructional time. For example, a

cosmetology student whose contract ended was scheduled to have 1000 hours. The students only completed 800 hours. (1000-800=200 hours) remaining to complete the program. Since the student had courtesy hours of 160, it will be deducted from the 200. (200-160=40 hours). 40 x $10 = $400 in overages are charged (to the account) in order for the student to complete school. For a student with transfer hours, courtesy hours will be given at a 10% of the required hours the student enrolled for. The collection of overages will begin once the student reaches 60% (Manicuring) or 75% (Barbering, Cosmetology and Esthetician) of their program's *scheduled hours*. In the event that the student makes up a portion of their absence hours, the student will be refunded any remaining credit balance from the overages owed to Monis Beauty College.

Schedule Change

Schedule changes are when a student wants to change his/her schedule from Full Time to Part Time, or vice versa. A student may request one schedule change per enrollment at no charge.
Schedule changes must be requested in writing. Schedule Change may be due to the following conditions:

1. Conflict with work schedule
2. Conflict due to childcare/ related issues
3. Health and pregnancy
4. Homeless / related problems
5. Change in transportation accommodation

All schedule changes requests require documentation and approved by the Administration and/or School Director.

Leaving School Early

All personal and business appointments should be handled on your day off. Students are not allowed to leave school early until their instructor is notified; this is to be documented on a "Day Off Request Form" with the instructor's signature then initialed by the school's Administrator or Director when received. Reasons for early dismissal are doctor/dentist appointment, child's school, illness, etc. A student must request time off in writing – preferably 24 hours in advance. Immediate family emergencies are the exception. Students leaving early due to illness: the student must get the approval of the Administrator or Director before leaving. **Leaving early without approval will result in a one-day suspension.**
Due to institutional policies, the institution is responsible for all students that are locked in. However, students who leave campus grounds without clocking out are liable for their own actions.

Lunch Break/Break Times

Lunch break is 30 minutes. This includes getting your food or purchasing food. Times for students' breaks and lunches are assigned by their instructor. Floor students with clients will be scheduled around their client schedule. Students may not leave their client to take a break or lunch unless assigned a replacement. Breaks are 15 minutes long. Full time and part-time students get two 15-minute breaks. All breaks are assigned by the instructor.
It is the student's responsibility to clock in and out for breaks and lunch. Students who fail to clock out for breaks or lunch **will be considered clocked out until the student clocks back in**. Students who fail to return on time to their theory class or the clinic floor after their break or lunch will be sent home.

There is no eating in the classrooms! Lunch is to be eaten in the break room or outside. Students may not eat in any of the **classrooms, demo rooms, library, lobby,** or on the **clinic floor!**

Students taking extended breaks or lunch will be given a one-time verbal warning and written up. The second violation will result in one day suspension and further violations will be reported to the school director.
All non-compliance with the above attendance rules will be documented and put in the students' permanent files and may place him/her on disciplinary notice and/or get the student clocked out for the day.

Professional Image/Behavior

Professional image is the impression projected as a person engaged in the profession of Cosmetology, Barbering, Esthetician and Manicuring and consists of one's outward appearance and the conduct he/she exhibits in the workplace. This image and behavior are extremely important.

Gum chewing is not permitted while performing a clinic service. Examples of inappropriate behaviors include running through the hallways, horseplay on campus, or foul language on the clinic floor in front of clients.

Personal hygiene is the daily maintenance of cleanliness and health through certain sanitary practices. These include:

- Daily bathing, showering, shaving (men), and freshening up through the day as necessary, washing your hands throughout the day as required, such as when beginning a service with a new client or after visiting the bathroom, using underarm deodorant or antiperspirant, brushing and flossing your teeth, as well as using a mouthwash or breath mints throughout the day as needed.

Complaints and failure to maintain good personal hygiene will result in a counseling session with the school administrative staff to assess the situation and any further action if needed.

Dress Code

Students are required to adhere to the following dress code:

- Uniforms According to the program you are in Must be worn at all times
- **ALLOWED!**
- Leggings/tights/nylons are not allowed to be worn as pants. If worn, students must wear a shirt or skirt that covers no shorter than the length of your fingertips.
- Gym attire, yoga/bicycling pants, sweatpants, or sweatshirts are not acceptable.
- Any outerwear worn on the clinic floor must be solid black or white (i.e. sweaters and jackets).
- Shoes must be closed-toed. No flip flops, open-toe sandals or heels taller than 1 inch are allowed.
- Students must wear a clean, neat, black or white lab coat/apron with the school logo. Apron/lab coat is provided in your kit.
- All students must come to school prepared with hair, makeup and nails done. Hair must be clean and styled, nails should always be manicured and free of snags and hangnails, makeup should be put on prior to class (not during)- exceptions are made if student is being used as a model or receiving a personal service. If the student has acrylic nails, the nails must be well kept and not lifting as this can get caught in client's hair, caught on fabric, get harmful chemicals underneath, etc.
- Friday's students are allowed to attend school in professional attire of their choice. This does not mean dress down. Shoes must remain close-toed for the student's safety. Blue jeans are allowed as long as they are not faded, have holes, cut offs, or are ripped/distressed. Colors other than black and white can be worn, however- clothing with inappropriate language, images, and/or logos are not acceptable.
- Accessories
    - Belts follow the school's dress code of solid black o
    - Necklaces, bracelets, rings, etc. may be any color or pattern of the student's choosing as long as the accessory is not profane, obscene, violent, or gang related
- Students must wear their name badges at all times. First offense of students not bringing/wearing their name badge, the office will provide a temporary name tag and document to offense. Any offense following will result in the student either being sent home or must purchase a new badge.

Students arriving to school without proper uniform will be sent home to change within an hour time limit or sent home for the day. If he/she does not return in the proper uniform, he/she will be marked absent. If the Director or Instructor determines that a student's attire is unacceptable, he/she must go home and change. Also, documentation will be placed in the student's permanent file.

Student Conduct

Students are expected to conduct themselves in a professional manner at all times. Poor conduct includes:

- Failure to follow instruction or schedule, refusing clients, behaving rudely in front of clients, profanity, gossiping, refusing to cooperate with or acting disrespectful to fellow students and staff members will be counseled by administrative staff and suspended/expelled depending on the offense.
- Students who engage in disorderly conduct including horseplay, threats, fights, stealing, and drug use/possession of drugs or gang activity will be reported to the authorities and face suspension/expulsion from school.
- Recreational drugs, alcohol, and weapons have no place on school grounds and possession thereof is grounds for expulsion.
- Visitors are allowed in the reception area only. The maximum visiting time is 10 minutes, or the student will be clocked out for the duration of the visit.
- Only emergency calls are permitted on the business phone. For emergency calls, students should give the school number to relatives so that they will not call the student's cell phone and disrupt the class.
- Cell phones must be turned off during class time. Text messaging will not be permitted. Anyone using or texting during classroom time or on the clinic floor will be clocked out for the day. This applies to any other electronic device including but not limited to iPods, electronic notebooks, tablets, ear plugs etc. Any phone calls/texts taken during breaks or lunches are only permitted in the break room or outside.
- Smoking is permitted outside the building only and at a minimum distance of 25 feet away from any door entrance. The school's designated smoking area is located on the left-hand side of the building on the corner of the parking lot near the fence.
- Copy machines, fax machines and school computers are not for students' personal use copies are 10 cents per page.

- Students must conduct themselves professionally during any outside functions. Profanity, lewd behavior or being disrespectful to staff and fellow attendees are not allowed. We are guests and are expected to act with respect. Failure to do so may get the student placed on notice or even expelled, depending on the offense.
- Any untruthful, misleading or slanderous comments referencing the school, staff or fellow students placed on the internet or social media, (i.e. Facebook, Myspace, Instagram, YouTube, Twitter, Yelp, etc.) made by a student will cause that student to be immediately expelled.
- Any form of cheating or plagiarism will result in suspension and/or expulsion depending on the offense. If you are caught cheating on a test, you will be written up and suspended for two (2) days. Plagiarism is defined as, but not limited to, using another's work and crediting it as your own. Anything used directly from the internet or another student without proper citation on major assignments (i.e. Junior Project, Senior Project, Sanitation & Disinfection Report) will result in a failing grade and suspension or expulsion.

Notice/Suspension/Expulsion

Academic warning means any student not meeting SAP standards and/or not keeping in-compliance with our institutional policy. Disciplinary actions will follow:

VIOLATIONS	
Violation 1A	Maximum visiting time with a guest/friend is 10 minutes only in the reception area.
Violation 1B	Cell phones are only permitted in the break room area.
Violation 1C	No text messaging/headphone usage allowed in the classroom or clinic floor.
Violation 1D	Smoking is only permitted 25 feet away from any door entrance outside the building.
WARNINGS FOR VIOLATIONS 1A-1D	
First Offense	Verbal Warning
Second Offense	Write Up and Sent Home for the Day
Third Offense	Write Up and Two Days Suspension
Fourth Offense	Termination
VIOLATIONS	
Violation 2A	Failure to follow instructions/schedule or refusing a client
Violation 2B	Conducting self in a non-professional manner or being rude to a client or educator
Violation 2C	Any use of profanity, gossiping, or acting disrespectful to other students or staff
Violation 2D	Any untruthful, misleading, or slanderous comments referencing the school, staff, or fellow students placed on the Internet (i.e., Facebook, MySpace, X (Twitter), YouTube, etc)
Violation 2E	Leaving the building without clocking out. (Will also result in loss of hours)
WARNINGS FOR VIOLATIONS 2A-2E	
First Offense	Write Up and Sent Home for the Day
Second Offense	Write Up and Two Days Suspension
Third Offense	Termination
VIOLATIONS	
Violation 3A	Any form of cheating
Violation 3B	No clocking in and out for another student
Violation 3C	Any students who engage in fights, threats, stealing, drug use/possession of drugs, or gang activity
Violation 3D	Any weapons of any sort
WARNINGS FOR VIOLATIONS 3A-3D	
First Offense	Termination

Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may result in suspension or termination.

Termination Policy

Termination of a student is defined as no longer receiving credit, either by voluntary withdraw, dismissal by the school as disciplinary action or failure to meet school regulations and financial requirements.

A student will be terminated under the following conditions:

- A student will be terminated if the student misses 14 consecutive days and has not notified the school.
- Student will be terminated if she or he does not return from an LOA on expected return date.
- Non-completion of the program within 150% the maximum time frame.
- Violation of any student conduct.

Students do not meet the minimum standards of the Satisfactory Academic Progress. Refer to the Satisfactory Academic Progress Policy.

Sanitation/Disinfection

Students must keep their workstation and classroom areas clean and sanitary at all times. Equipment, supplies, and personal paraphernalia must be put away at the end of each day. **Monis Beauty College is not responsible for any lost or stolen items.** Students must keep their things locked up. Lockers are available upon request.

Theory Room/Freshman Room/Demo Room

- After theory, students have to pick up their belongings and go to his/her next class. STUDENTS SHOULD NOT LEAVE HIS/HER BOOKS UNATTENDED DURING BREAK. They may not be there upon return.
- No food or open containers are allowed inside the classroom. Bottles with lids, tumblers, and thermoses are permitted. No fast-food drinks, Starbucks cups, etc. are allowed.
- All tables, chairs and sinks are to be wiped down at the end of the day/evening. The floor must be swept up of all hair and debris at the end of each day/evening.

Senior Clinic Floor

- Mirrors must be free of tape, stickers, and pictures. Countertops must be cleaned and free of all debris. No personal items may be left on counter areas.
- Styling chairs must be cleaned each day (free of hairspray, color, etc.) Hairs, papers, clippies, nail clippings, etc. must be swept up after each procedure and at the end of each day.
- The sanitation & disinfection of personal equipment must be completed & put away before a student leaves. Any equipment left in the Quats container will be added to the school's supplies.
- Station trays must be cleaned before a student leaves. Tools must be placed in clean/soiled sealed containers. Failure to do so will result in the students' tools being discarded.
- Pedicuring foot spas must be cleaned according to manufacturer's directions and a cleaning log must be filled out and checked by an instructor.

Break Room

- Each student is expected to pick up after themselves after lunch and breaks. Do not leave food on the table or it will be thrown away. Students should not expect the staff to clean up after them.
- Students must wipe the table/chair down where he/she sat to eat lunch. He/she must sweep up any debris that is left on the floor.

Learning Participation Guideline

It is the student's responsibility to be in his/her seats and ready for instruction at the beginning of each class. Coming to school without books or equipment means the student is not ready and will be sent home to retrieve his/her supplies. Should a student fail to return, he/she will be marked absent for the day.

There is absolutely no cell phone, computer, mp3 player etc. usage, eating, or personal conversations during class or on the clinic floor. This disrupts the instruction given and does not make for an effective learning environment for fellow students and is disrespectful to the instructor. If a student is excused by an instructor for disrupting the class, he/she will be sent home for the day.

All students are given sign off sheets during his/her enrollment at MONIS BEAUTY COLLEGE: freshman sign off sheet, seven monthly signs off sheets, senior sign off sheets, foil placement sheets, haircutting sheet, and operation requirement sheets for Estheticians. It is the student's responsibility to maintain, get signatures, and turn in these sheets when they are due. Failure to do so will result negatively on quarterly evaluations and may place the student on academic warning. Also, failure to complete these requirements on time will deny the student status to pre-apply for the State Board exam.

There are 3 reports due during the student's program: Junior Report – due by 75%, Senior Report and Sanitation and Disinfection Report – due by 90%. Failure to turn in these reports completed and on time will result negatively on quarterly evaluation as well as not allowing the student to pre-apply for the State Board exam and/or complete their program.

All students must give applied effort each day in order to receive school credit. Applied effort includes theory -- a minimum of 1 hour 3 days out of each week, and practical -- a minimum of 2-4 practical procedures each day. Practical procedure requirements are: 2 practicals for part time and 4 practical for full time. Any student who does not give applied effort or refusing daily assignments will be sent home.

Junior/Senior students must be in their assigned classes at the beginning of each class. For example: 11:00 a.m. Advanced Hair Cutting Class. If the student's name is on the list, he/she must be in the class. Failure to be in appropriate classes on time will result in the student being clocked out for the day.

Barbering and Cosmetology Students: At 900 hours, will be given study time for their State Board test. The schedule is as follows:
Esthetician and Hairstyling Students: At 500 hours, will be given study time for their State Board test. The schedule is as follows:
Manicurist: At 300 hours, will be given study time for their State Board test. The schedule is as follows:

Monday – Friday **2:30PM – 3:30PM**	Full Time Students
Monday – Friday **1:30PM – 2:30PM**	Part Time Students
Saturdays – Sundays **1:30PM – 2:30PM**	Part Time Students

Students must take appointments when needed and have their equipment here daily.

Periodically, during a student's duration at MONIS BEAUTY COLLEGE, he/she will be required to bring in a model in order to demonstrate and reinforce the various techniques covered in class.

Clinic Services

Students must greet the client and introduce themselves *prior* to setting up for the service.
All students serving the public must be courteous and pleasant. If difficulties arise, students must notify an instructor. Students must take patrons when assigned to them. Students who refuse to perform a client service; this includes nail services, will be placed on notice and clocked out for the day.
Client record card/release forms must be signed before chemical services. **All** services must be checked and signed by an instructor **before** the patron leaves. The client record card must be signed by an instructor and filed away properly. Students are not allowed to use non-approved school products on clients without the consultation and approval by an instructor or school director.

No student may leave a patron while doing a service, except in an emergency and is excused by an instructor.
Only products furnished by the institute may be used unless otherwise approved by the clinic floor instructor.
No free services! All pricing must be advised by an instructor on the floor prior to giving the service.

Personal Services

A personal service is any service given to a student by another student. The following are the rules for receiving or doing a personal service:

- All personal services must be approved by the clinic floor instructor as well as the instructor **prior** to doing the service.
- Students do not have to clock out for personal services if it is within the scheduled personal service timeframe. Students are not allowed to receive any personal services outside the designated timeframe.

★ If the Director or the school owner approves additional personal service time, the students will not need to clock out. This, however, is solely up to the discretion of the Director or school owner.

- Personal services schedules are assigned based on program. The schedule for Cosmetology students is as follows:

PROGRAM	DAY ALLOWED	TIME FRAME
FULL TIME CLASS	THURSDAY	12:30pm – 2:30pm
PART TIME CLASS A	FRIDAY	12:30pm – 2:30pm
PART TIME CLASS B	FRIDAY	9:30am – 11:30am

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- Estheticians and Manicuring students are allowed personal services at a timeframe approved by their instructors. Approval must be received from their instructor as well as the clinic floor instructor before service can begin.
- Students will pay 50% of the menu price for personal service.
    - The only exception to this rule is if there is a classroom demo (i.e. classroom waxing demo) – students do not need to pay the 50% of menu price.
- Personal services must be **pre-paid before** service can begin. These include permanent waving, tint, bleach and facial supplies.
- Students must check in with the front desk to pay for the service as well as receive a work ticket.
- Personal services must be rescheduled when the service desk personnel have scheduled the student for a service client. Students must also stop personal services if they are needed for a client service.
- Students are allowed a maximum of one service a week.
- Both students participating in the personal service will not receive credit past their scheduled time.
- Students on academic warning/notice are not allowed personal services.
- School supplies are for teacher demos and clinic services only. This includes gloves, foils, gel, bleach etc. Students needing supplies for practice and personal services will need to purchase them on their own or from the school.
    - 10 Foils + Gloves = $2.00
    - 3 Styling Products = $1.00
- Students receiving school achievement awards will receive one free personal service. This will be a basic service – no chemical services allowed.
    - Examples: basic Dermalogica facial, plain manicure, plain pedicure, haircut, blow dry, up do, and makeup
    - Examples of achievement awards
        - Consecutive Perfect Attendance awards
        - Any Most Improved or Outstanding awards

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prep

Maribel Saavedra ***Licensed Esthetician for 3 year***	**Esthetician Instructor Spanish** **Esthetician Instructor**
Monica Cuellar ***Licensed Esthetician for 3 years***	**Esthetician License** **Esthetician Instructor Spanish**
CE CARLOS CASTANEDA MORALES ***Licensed Barber for 5 years***	**Barber License** **Barbering Instructor** **Spanish Barbering**
Monica Cuellar ***Licensed Esthetician for 3 years***	**Esthetician License** **Esthetician Instructor Spanish**
Daniela Zepeda ***Licensed Cosmetologist for 5 years*** **Karen Santillan** ***Licensed Cosmetologist for 5 years***	**Cosmetology License** **Cosmetology Instructor Spanish** **Cosmetology Instructor**
Daniela Zepeda **Erika Sand** ***Licensed Manicurist for 3 years*** **Norma Rivas Monarrez** ***Licensed Manicurist for 3 years***	**Spanish Hairstyling Instructor** **Manicuring Instructor Spanish** **Manicuring Instructor Spanish**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N Market Blvd Ste 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Method of payment

Method of payments accepted are cash, credit card (other than American Express), check, money order.

Course Fees

For an example of an 'In House' payment plan, inquire at time of enrollment. *Licensure fees are the responsibility of the student and are paid directly to the State at the time the student seeks their license; these fees are not collected by nor paid by the school on behalf of any student.*

No student shall be charged nor collected from or on behalf of any amount for total charges that exceeds the amount listed in our catalog and on the student's enrollment agreement.

Within 5 days of the institution's receipt of payments, students shall receive a written receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipt(s) or ledger shall be kept in the student's records.

Books and Kits may be purchased from Monis Beauty College directly at the prices listed below. If a student elects to purchase their book, kit, or both from another vendor, or supply their own materials, the student may do so with the approval of Monis Beauty College. Textbooks must be of the same edition used by the school, and kit materials must be of comparable quality to those in the school-provided kit. Students supplying their own textbooks and kits must provide all required elements for inspection by Monis Beauty College staff for equivalence before they can be used in the program.

COSMETOLOGY and SPANISH COSMETOLOGY

Tuition (1000 hours)

Tuition…	$**7,750.00**
Registration Fee* (Nonrefundable)	$ 250.00
STRF** (Nonrefundable)	$ 0.00
Student Equipment/Kit**	$ .00
	$ 9,450.00

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	$9450.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	$9450.00

BARBERING and SPANISH BARBERING

Tuition (1000 hours)

Tuition…	$9,450.00
Registration Fee (Nonrefundable)	$ 250.00
STRF (Nonrefundable)	$ 0.00
Student Equipment	$950.00
	$ 9,450.00

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	$9450.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	$9450.00

HAIR STYLING and SPANISH HAIR STYLING

Tuition (600 hours)

Tuition.	$ 7,200.00
Registration Fee (Nonrefundable)	$ 250.00
STRF (Nonrefundable)	$ 0.00
Student Equipment	$ 750.00
	$ 7,200.00

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	$7200.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	$7200.00

ESTHETICIAN and SPANISH ESTHETICIAN
Tuition (600 hours)

Tuition.	$ 7,000.00
Registration Fee (Nonrefundable)	$ 250.00
STRF (Nonrefundable).	$ 0.00
Student Equipment.	$ 750.00
	$ 7,000.00

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	$7000.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	$7000.00

MANICURING and SPANISH MANICURING
Tuition (400 hours)

Tuition.	$5,000.00
Registration Fee (Nonrefundable)	$ 250.00
STRF (Nonrefundable).	$ 0.00
Student Equipment.	$ 700.00
	$ 5,000.00

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	$5000.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	$5000.00

**Registration Fees are non refundable.*
***All other fees are non refundable after the cancellation period. Kits are comprised of essential tools required for training and are provided for a single fee; students may provide their own at their own expense if desired. Individual pieces of equipment from the kit are not available for purchase separately.*

Student Accounts

1. Student payment plans are set during the student's interview and enrollment process with the Administrator. This includes schedules and monthly payment amounts.
2. Student who are on the "In House" or an overage payment plan have an interest-free monthly payment due each month on the anniversary of their start date.
   MONIS BEAUTY COLLEGE allows a 5-business day grace period. For example, if the student started on the 1st of the month, his/her payment is due on the 1st and late on the 7th. If the student is late past the grace period, a $25.00 late fee will be added to the account, and the student will be **suspended** until his/her account can be paid up to date.

STUDENT'S RIGHT TO CANCEL

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Monica G. Cuellar, Administrative Secretary -Student Services Email- STUDENTSERVICES@MONISBEAUTYCOLLEGES.COM. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount.

Withdrawal Policy

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Monica G. Cuellar, Administrative SecCOM. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Disruptive and/or offensive and inappropriate behavior in class or outside of class to fellow classmates and/or faculty and staff
- As the result of an investigation of plagiarism and cheating in which it was concluded the student did commit such actions
- Being absent for more than fourteen (14) consecutive class days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.

Refund Policy

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars ($250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as nonrefundable shall also be refunded.

How Refunds are Calculated in the Event of a Withdrawal

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program -Student Services Email- STUDENTSERVICES@MONISBEAUTYCOLLEGES.am provided subtracted from the amount paid by the student, calculated as follows:

{A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non refundable deposit or application fee, not to exceed two hundred fifty dollars ($250), or non-refundable amounts paid for educational materials, or both. This institution does charge both a non-refundable deposit as well as non-refundable amounts paid for educational materials; these amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable (for example only: fees for hard-copy textbooks could be deemed refundable on a case-by-case basis if the materials are returned in a reuseable and unsullied state).

Refunds to 3rd Party Payors, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

Refunds of Payments Collected and Payable to 3rd Party Entities, as applicable

If this institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

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

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

WE DO NOT PARTICIPATE IN ANY FORM OF FINANCIAL AID (federal or state)

Collection Policy: Delinquent accounts may be assigned to a collection agency. Collection costs will be added to any outstanding balance. Collection correspondence from third parties attempting to collect debt on the school's behalf will clearly acknowledge the withdrawal and settlement policy. Promissory notes or contracts for tuition are not sold or discounted to third parties.

Monis Beauty College Organizational Chart

CEO/COO Mónica Cuellar

CAO Luis Cuellar

Administrator Monica G.Cuellar

Admissions Officer Monica Cuellar

Financial Officer/Compliance Director Monica G.Cuellar

Faculty.

Maribel Saavedra *Licensed Esthetician for 3 years* **Monica Cuellar** *Licensed Esthetician for 3 years*	Esthetician License Esthetician Instructor Spanish Esthetician License Esthetician Instructor Spanish
Norma Lizzette Rivas Monarrez *Licensed Manicurist for 3 years* **Erika Sand** *Licensed Manicurist for 3 years*	Manicurist License Manicurist Instructor Spanish Manicurist License Manicurist Instructor Spanish
Martin Cardenas Licensed Barber for 3 years **Ce Carlos Castaneda Morales** Licensed Barber for 3 years	Barber License Barber Instructor Spanish Barber License Barber Instructor Spanish
Alicia Gonzalez Licensed Cosmetologist for 3 years **Ilse Daniela Zepeda** Licensed Cosmetologist for 3 years **Karen Santillan** Licensed Cosmetologist for 3 years	Comestology License Comestology Instructor Spanish Comestology License Comestology Instructor Spanish Comestology License Comestology Instructor Spanish