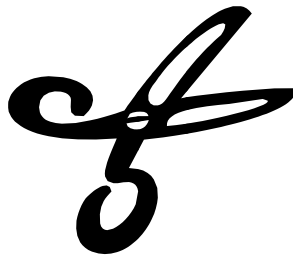


UNITED BEAUTY COLLEGE

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School Catalog
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UNITED BEAUTY COLLEGE

Is approved and regulated by the Division Of Private Occupational Schools (DPOS), Colorado Department of Higher Education, 1560 Broadway, Suite 1600, Denver, CO 80202, 303.866-2723

OWNER

United Beauty College, Inc.

MISSION STATEMENT

The mission of the United Beauty College is to provide quality educational programs and support services to individuals in fulfillment of their lifelong educational goals in the professions of Cosmetology, Esthetician, Hairstylist, Manicuring, Barbering, Permanent Make Up and Waxing to instill in the students the integrity and ethical behavior pertinent to these professions, and to maintain educational programs to meet the rapidly changing educational needs of student

APPROVED COURSES ARE

COSMETOLOGY.....	60 CREDITS=(1800 Clock hours)
ESTHETICIAN.....	20 CREDITS=(600 Clock hours)
MANICURING.....	20 CREDITS=(600 Clock hours)
HAIRSTYLIST.....	40 CREDITS=(1200 Clock hours)
BARBER	50 CREDITS=(1500 Clock hours)
PERMANENT MAKEUP.....	132 Clock hours(stand alone course)
MANICURIST WAXING	6 Clock hours(stand alone course)
ELECTRIC FILES.....	8 Clock hours(stand alone course)
EYELASH EXTENSION.....	24 Clock hours(stand alone course)

FACILITIES

This school a modern, air-conditioned facility with many benefits for our staff and students. Our school simulates salon conditions to help our students “learn-by-doing”, with modern equipment and a variety of supplies that help enhance the student’s product knowledge. A student lounge is provided for the student’s use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is help the students become “salon-ready”.

This school is furnished with an extensive library of reference materials needed to learn this phase of education. All educational courses are supported by audio/visual references. Students are encouraged to take advantage of these references as much as possible.

ADVISING

Students are counseled individually, as often as necessary at least at the end of basics and at least two weeks prior to graduation to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and director. Students may request additional counseling sessions at any time.

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for State Examination.

PLACEMENT

The school's job placement service is to keep an extensive salon referral records on the school bulletin board, and these referrals are available to all students without charge. The school cannot guarantee employment.

SCHOOL OBJECTIVE

The school objective is to prepare the students with the knowledge and the basic skills of Beauty's field in order that they take the State Examination and to provide guidance for the transition from school to a position in the industry. In addition to the school's general goals, we seek their education potential via extracurricular activities and competition.

HEALTH AND PHYSICAL DEMENDS

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

METHOD OF PAYMENT

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charge by this tuition when the course is paid in full prior to completion of the course.

TRANSFER OF CREDIT

Applicants must meet the regular student admission requirements. Tuition charges for partial enrollment supplies or books when needed; charges will be charge accordingly. Credit for prior training may be granted, however, such credit has to be evaluated and approved by school director. Due to varied state requirement and curriculum differences, the School does not guarantee the transferability of its credit to any other institutions unless there is a written agreement with another institution.

EQUIPMENT AND SUPPLIES

Kit contains the equipment necessary for satisfactory completion of the course, students are required to purchase kits directly from school. Kits and textbooks will issue at the beginning of the freshman class. Students are expected to maintain the kit by replacing lost or broken articles, the school is not responsible for the lost or broken implement or articles.

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under the following criteria:

- High School Diploma/GED If the foreign student does not have a copy of their high school diploma, we will accept a notarized, self-certified statement indicating what school they attended and when they graduated.
- Person under 18 years of age must have signature a parent or guardian

This school is authorized to train students through the Department of Labor and Employment (TAA Program). See Dan for details.

This school is authorized to accept and enroll immigrant students and is approved for attendance of M-1 vocational students. Refer to this file #DEN 214F00727000 of Immigration and Naturalization Service.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

NON-DISCRIMINATION/NON-RECRUITMENT

The school does not discriminate on the basic of race, color, sex, age, religion, nationality, ethnic origin, or orientation. The school does not recruit students already attending or admitted to other schools offering similar programs of study.

DISCLOSURE OF STUDENT RECORDS

Adult students, parents of minor students have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined and are maintained by the institution. School will maintain files for six years. Students are not entitled to inspect the financial record of their parents. Written consent is required before education records may be disclosed to the third

parties with the exception of accrediting commissions or governmental agencies so authorized by laws.

Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

LICENSING/ACCREDITING AGENCIES

The school is licensed by: Division Of Private Occupational Schools address, 1650 Broadway, Suite 1600, Denver Co. 80202, 303.866-2723

The school is having to grant accreditation from NACCAS, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302-1432; phone 703-600-7600; fax 703-379-2200 and Federal Student Aid School Eligibility Channel (School code # 041797)

ACADEMIC POLICY

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

SATISFACTORY ACADEMIC PROGRESS(SAP)

This school expects all students to maintain Satisfactory Academic Progress as established by this institution. Students who receive financial aid must maintain satisfactory progress to ensure eligibility of funding.

The institution's programs are based on the following credit hours divided into 2 non-standard terms each:

COSMETOLOGY.....	60 CREDITS=(1800 Clock hours)	(30 credits each term)
ESTHETICIAN.....	20 CREDITS=(600 Clock hours)	(10 credits each term)
MANICURING.....	20 CREDITS=(600 Clock hours)	(10 credits each term)
HAIRSTYLIST.....	40 CREDITS=(1200 Clock hours)	(20 credits each term)
BARBER	50 CREDITS=(1500 Clock hours)	(25 credits each term)

At the end of the first non-standard term (50% completion), and near the end of course completion mark of the second non-standard term, students are evaluated for satisfactory academic progress.

Pell Grant calculations:

Based on the 37.5 clock hours per credit hour:

Cosmetology

60 academic credits/60 weeks (if you change your program to 60 weeks)

48 financial aid credits/60 weeks

Academic year definition: 24 financial aid credits/30 weeks

Payment Periods:

0 to 15 academic credits/15 weeks (12 financial aid credits)

16 to 30 academic credits/15 weeks (24 financial aid credits)

31 to 45 academic credits/15 weeks (36 financial aid credits)

46 to 60 academic credits/15 weeks (48 financial aid credits)

Pell Calculation:

Annual award x 12/24 = \$Amount per payment period

Hairstylist

40 academic credits/40 weeks (if you change your program to 40 weeks)

32 financial aid credits/40 weeks

Academic year definition: 24 financial aid credits/30 weeks)

Payment Periods:

0 to 15 academic credits/15 weeks (12 financial aid credits)

16 to 30 academic credits/15 weeks (24 financial aid credits)

31 to 40 academic credits//10 weeks (32 financial aid credits)

Pell Calculation:

Annual award x 12/24 = \$Amount for first two payment periods

Annual award x 8/24 = \$Amount for final payment period (provided student has crossed award year or has remaining eligibility)

Esthetician/Manicure

20 academic credits/20 weeks (if you change your program to 20 weeks)

16 financial aid credits/20 weeks

Academic year definition: 24 financial aid credits/30 weeks

Payment Periods:

0 to 10 academic credits/10 weeks (8 financial aid credits)

11 to 20 academic credits/10 weeks (16 financial aid credits)

Pell Calculation:

Annual award x 8/24 = \$Amount per payment period

The student must:

1. Maintain a cumulative academic of "C"(70%) or better on all tests (theory and practical).
2. Students who have more than two consecutive weeks of absences will be dismissed. This standard shall apply to all the students except those on Leave - of- Absence. A leave will extend the contract period and maximum time frame by the same number of days in the leave of absence.
3. Students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the school rules.
4. Complete the course within 1.33 the length of the course as defined in the enrollment agreement.
5. Students must meet minimum academic requirements at the midpoint (50%) evaluation of the course to be considered as meeting satisfactory progress until the next evaluation.

6. **ACADEMIC EVALUATION/DETERMINATION OF PROGRESS**

Students are evaluated throughout the course on theory, practical and clinical work, although clinic work is not factored into the GPA. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 50% and 90% of the course completed (2 non-standard terms). This evaluation form reflects the cumulative academic progress of the student. Students must maintain a "C" 70% average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Below 60% = F

The form will also show credit hours achieved to date versus credit hours attempted to date.

Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted, while the student's cumulative grade point average is reviewed to determine **qualitative progress** (minimum of 70% required).

7. **ACADEMIC PROBATION**

Students who fail to meet SAP standards during a given evaluation period will be placed on academic probation. During this period, the student will be considered as making satisfactory progress and be eligible for Title IV funding* (*school not yet eligible). Probationary students who fail to meet the probationary period will be deemed not to be making Satisfactory Academic Progress may be terminated at the discretion of the institution and financial aid funds will cease. In the event such students are allowed to continue with instruction, will be reinstated only after the student has reestablished SAP in accordance with the grading standards indicated above. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation. There is only one probation allowed.

9. **APPEAL PROCEDURES**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within 5 days of termination and must describe any circumstances related to the student's academic standing which students believes he/she deserves special consideration. Administrator shall evaluate the appeal within a reasonable time frame of 5-10 days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame of 5-10 days. The decision shall be final. Students who prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re- entered in the course.

10. **INTERRUPTION IN COURSE OF STUDY**

Should it become necessary for a student to temporarily withdraw from school for any reason, that student shall have the right to return to school at a later date. However, the student shall re-enter at the same status as the date of their withdrawal.

11. **REINSTATEMENT OF AID**

Should a student prevail upon appeal and/or reestablish satisfactory progress status, Title IV funds* (*school not yet available) will be reinstated accordingly and where applicable.

12. **COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Grades below a 70% Course incompletes and grades below 70% are counted as hours attempted but not achieved. Course incompletes will revert to a failure.

Repetitions of course work are counted as hours attempted. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the course will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved. Non-credit remedial courses do not apply at this school.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence "LOA" from the program a minimum of two weeks and up to a maximum of 180 days. LOA must be requested in writing by the student and must be approved by school director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the director approving the LOA. Do not request a Leave of Absence unless you absolutely need one.

GRADUATION REQUIREMENTS

Upon Satisfactory completion of all academic requirements and when all financial obligations to the school have been met the school will award the Certificate of Completion to the student. Students are assisted in completing the necessary documents to file for the license with Office of Barber and Cosmetology.

CALENDAR/HOLIDAYS

We operate on a rotating schedule. This means students can start any Tuesday of the month. This school is closed on Sundays, Monday s and the following holidays; New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day , Lunar New Year's Days (options) and two week vacation. First year (vacation : a week of Christmas and New Year, second vacation : a week of July 4.) Should there be any other unscheduled closing due to inclement weather, students will be informed verbally in class and a memo will be posted on the bulletin board. Weather closures and days closed for holidays will not be considered school days for satisfactory progress.

DAILY CLASS SCHEDULE

The hours of operation are as follows:

Tuesdays through Fridays 9:30am to 8:00pm (Summer extend up to 2 hours)
Saturdays 9:30am to 6:00pm

Students scheduled to be at the school for more than half the day are advised to take at least a 30 minutes lunch for that day. Breaks are provided as necessary.

COURSE DESCRIPTIONS (Although we are a credit hour school, we have left in the previous hours that were required in each area simply as a reference. The conversion is 30 hours = 1 credit.)

COSMETOLOGIST

The curriculum for students enrolled in a cosmetologist program shall consist of 60 semester credits of technical instruction and practices constituting the art of cosmetology. He/she will gain the basic technical knowledge and practical skills thoroughly understanding the science of professional cosmetology, cosmetology services includes ; all phrases of manicuring, hair and scalp treatment, hair cutting, hair styling, coloring, shaving, and restructuring of the hair which is necessary for successful salon management and salesmanship.

The phases and the allotment of time per subject is as follows:

	Hours of Theory	Hours of Lab	Semester Credits
Shampoo and scalp treatments	18	42	= 2
Hair coloring	70	170	= 8
Hair cutting	40	200	= 8
Hairstyling	63	147	= 7
Chemical textures services	36	84	= 4
Basic manicuring and pedicuring	49	161	= 7
Application of artificial nails	30	120	= 5
Facial skin care	63	147	= 7
Facial make-up	10	20	= 1
Hair removal	18	72	= 3
Laws, rules and regulations	30	0	= 1
Management, ethics, interpersonal skills			
Salesmanship	21	9	= 1
Sanitation, Sterilization and Safety	104	76	= 6
Work and practices			
	552	1,248	60 credits
Total	= 1800 Clockhours		=60 Semester Credits

The above credits (hours) including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. The required credits may vary by up to 25% in each subjects, but will be equal to the overall 60 semester credits requirement. It is expected that students attend all theory classes throughout the entire course in order to reinforce this knowledge. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the cosmetologist industry. Possible professions include cosmetologist, salon owner, school owner, product demonstrator, sales representative, etc.

ESTHETICIAN

The curriculum for students enrolled in a cosmetician program shall consist of 20 Semester credits of technical instruction and practical operations covering all practices of a esthetician pursuant to the cosmetology Act. For this purpose, technical instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person.

The phases and the allotment of time per subject is as follows:

	Hours of Theory	Hours of Lab	Semester Credits
Sanitation, sterilization, and safety			
Work practices	116	94	= 7
Facial and skin care	63	147	= 7
Facial make-up	10	20	= 1
Hair removal	18	72	= 3
Laws, rules and regulations	30	0	= 1
Management, ethics, interpersonal skills			
Salesmanship	21	9	= 1
	258	342	= 20
Total	= 600	Clock hours	= 20 Semester credits

The above credits (hours) including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. The required hours may vary by up to 25% in each subjects, but will be equal to the overall 20 Semester credits requirement. It is expected that students attend all theory classes throughout the entire course in order to reinforce this knowledge. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the skin care industry. Possible professions include esthetician, spa owner, makeup specialist, theater productions (makeup), owner, school owner, product demonstrator, sales representative, etc.

MANICURING

The curriculum for students enrolled in a manicuring program shall consist of 20 semester credits of technical instruction and practical operations covering all practices of this program. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by student of a complete service on another person.

The phases and the allotment of time per subject is as follows:

	Hours of Theory	Hours of Lab	Semester Credits
Sanitation, Sterilization and Safety			
Work practices	104	76	= 6
Basic manicuring and pedicuring (Waxing below elbow, and below knees)	47	161	= 7
Application of artificial nails	30	120	= 5
Law, rules and regulations	30	0	= 1
Management, ethics, interpersonal skill and Salesmanship	21	9	= 1
	234	366	= 20 Credits
	Total = 600 Clock hours = 20 Semester Credits		

The above credits (hours) including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. The required credits may vary by up to 25% in each subjects, but will be equal to the overall 20 credits requirement. It is expected that students attend all theory classes throughout the entire course in order to reinforce this knowledge. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the manicuring industry. Possible professions include nail technician, nail artist, salon owner, school owner, product demonstrator, sales representative, etc.

HAIR STYLIST

The curriculum for students enrolled in a hairstylist course shall consist of 40 semester credits of technical instruction and practical operations covering all practices constituting the art of hair. He/she will gain the basic technical knowledge and practical skills thoroughly understanding the science of professional hair services

The phases and the allotment of time per subject for hairstylist curriculum is as follows:

	Hours of Theory	Hours of Lab	Semester Credits
Shampoo and scalp treatments	18	42	= 2
Hair coloring	70	170	= 8
Hair cutting	40	200	= 8
Hairstyling	63	147	= 7
Chemical textures services	36	84	= 4
Laws, rules and regulations	30	0	=1
Management, ethics, interpersonal skills and Salesmanship	21	9	= 1
Sanitation, sterilization and safety			
Work practices	132	138	= 9
	410	790	= 40 Credits
	Total = 1200 Clock hours = 40 semester Credits		

The required credits (hours) may vary by up to 25% in each subject, but will equal the overall 40 credits requirement. It is expected that all students attend theory classes throughout the entire course in order to reinforce this knowledge. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the hair industry. Possible professions include beautician, salon owner, school owner, product demonstrator, sales representative, etc.

BARBER

The curriculum for students enrolled in a Barber course shall consist of 50 semester credits of technical instruction and practices constituting the art of barbering. He/she will gain the basic technical knowledge and practical skills thoroughly understanding the science of professional hairstylist, hairstylist services includes ; hair and scalp treatment, hair cutting, hair styling, coloring, shaving, and restructuring of the hair which is necessary for successful salon management and salesmanship.

The phases and the allotment of time per subject for barber curriculum is as follows:

	Hour of Theory	Hours of Lab	Semester Hours
Shampoo and scalp treatment	18	42	= 2
Facial massage and treatments	15	75	= 3
Shaving	15	75	= 3
Hair cutting	45	225	= 9
Hair styling	60	210	= 9
Chemical Textures Services	60	180	= 8
Haircoloring	60	180	= 8
Laws and rules and regulations	30	0	= 1
Management, ethics, interpersonal skills and salesmanship	21	9	= 1
Sanitation, sterilization and Occupational Safety and Health	104	76	= 6
	428	1072	= 50 Credits
Total = 1,500 clock hours = 50 Semester hours			

This course consists of a combination of lecture, demonstrate and student participation. Students will demonstrate knowledge of all aspects of this course through the completion of required practical and clinical activities. Instruction will be supplemented with guest artist, visual aids and other instructional techniques.

The above hours including, a minimum of 15 credits of related theory; safety, sanitation and sterilization would also be taught each subject area as it pertains to that specific subject. The required credits may vary up to 25% in each subject, but will equal overall 50 semester credits requirement. It is expected that as student attend classed throughout the entire length of their course in order to continue reinforcement of this knowledge.

Upon successful completion of the program, the student will be required to pass the State exam in order to enter the barber industry. Possible professions include barber, shop owner, school owner, product demonstrator, sales representative, etc.

REFUND POLICY

- a. Students not accepted by the school and students who cancel this contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid.
- b. If a student (or in the case of a student under the state's legal age, his/her parents or guardian) cancels his/her enrollment, in writing, within three (3) business days after the contract has been signed, all monies collected by the school shall be refunded. The date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner. This policy applies regardless whether or not the training has begun.
- c. Student who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the registration fee of \$150.
- d. In the case of student withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE

SCHEDULED TIME ELAPSED TOTAL TUITION SCHOOL
IN TOTAL PROGRAM SHALL HAVE EARNED

0.01% to 4.9% = 20% -73.5 hrs (58.8hrs)

5% to 9.9% = 30% -148.5 hrs(118.8hrs) Percentage of tuition can retain: _____%

10% to 14.9% = 40% -223.5 hrs(178.8hrs)

15% to 24.9% = 45% -373.5 hrs(298.8hrs)

25% to 49.9% = 70% -748.5 hrs(598.8hrs)

50% and over = 100% -750 hrs(600hrs)

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due to the applicant or student shall be refunded within 45 days of formal termination by the student as defined in Item b or formal cancellation/termination by the school which shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the earlier of the date the student notifies the school s/he will not be returning or the expiration date of the leave. Student attendance is monitored monthly for withdrawal purposes.

- e. In case of illness, disabling accident or death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both.
- f. Books and kits are the property of the student (once received) and can not be returned to the school for a refund.
- g. If the school is permanently closed and no longer offering instruction, the student shall be entitled to a complete refund of all monies paid.
- h. If a program is cancelled subsequent to a student's enrollment the school shall, at its option: a) provide a full refund of all monies paid or b) provide completion of the course.

TUITION COLLECTION POLICY

All monthly tuition payment are due on or before the fifth day of every month(unless other arrangement have been made). Should a student find it necessary to be withdraw or should termination occur, all owed tuition is due and payable within thirty days. Beyond the thirty day period, the school administration will consult a collection agency (unless other arrangements have been made). In the event legal action is necessary to collect the money due, the student shall be responsible to pay all cost of collection, including reasonable attorneys fees. No credits (hours), grades or other information concerning a student will be transferred to any other school or institution until all moneys owed the school are paid in full.

TUITION AND FEE SCHEDULE

Course	Registration fee	Kit	Tax	Tuition	Total
Cosmetology	\$150	\$1100	\$75	\$9,965	\$11,290
Esthetician	\$150	\$300	\$21	\$3,293	\$3,764
Manicuring	\$150	\$300	\$21	\$3,293	\$3,764
Hairstylist	\$150	\$600	\$42	\$6,736	\$7,528
Barber	\$150	\$650	\$45	\$7,500	\$8,345

- Kits are required for all courses and should be purchased directly from the school. Additional kits may be purchased from an outside suppliers but they must be covered under MSDS.
- Kits are not returnable due to sanitary reasons.
- Tuition fees for transfer and brush-up students are based on each individual transcript and the time frame the needs to be completed. Transfer students must still meet the admission requirements for enrollment.

Conduct

The school shall have the right to place on suspension or terminate a student for cheating, theft, dishonesty, creating dissension, using profanity, immoral unprofessional conduct, gossiping, or using intoxicating liquors or drugs during or before school.

School Policy

1. School hours are Tuesday-Friday 9:30 A.M. -8:00 P.M, Saturday 9:30 A.M.-6:00 P.M
2. In case of illness or emergency on any day, the student must call in to the school instructor to report his/her absence before 9:15 A.M that morning. In case of illness or emergency on any day, the student must call in to the school instructor to report his/her absence before 9:15 A.M that morning. The student may still may come to class after the first time, but after that, the student is not allowed to clock in.
3. Students are required to be in class for all roll promptly at 9:30 A.M in a clean, prescribed uniform.
4. Dress Code: The United Beauty College students must arrive at the school with neat and clean attire, styled hair and appropriate make-up. Students must wear a lab coat during school hours. Opposition dressing and no revealing clothing is prohibited (tube tops, tank tops, skirts or shorter than 3 inches above the knee)
5. Lab coats are to be purchased at the school only since our school logo is required and it appears on the lab coat.
6. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
7. Students are advised to take a 30-minute lunch if they are here more than half the day. The instructor in charge determine breaks and lunch times.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving.
9. No student is allowed to clock out during school hours without permission from the instructor. No student may clock in and out for any other student.
10. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
12. College business phones may not be used for personal calls. A pay phone is provided for student emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must keep workstation, in class or on the floor, clean and sanitary at all times.
14. A minimum of ½ hour sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointment assigned to them. Failure to take a patron is grounds for suspension.
16. No students may leave a patron while doing a perm or hair coloring services, except in an emergency and if is excused by an instructor.
17. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
18. Any work that is missed must be made up. The student will need to arrange any make up tests/homework with the instructor.

ORGANIZATIONAL CHART

United Beauty College

President/Director/Instructor

Danjose Nguyen



Vice President

Pendleton Than



Floor Manager

Ninh Nguyen



Secretary/Instructor/Financial Officer

Lan Than



Instructor

Danjose Nguyen

Lan Than

Trinh Than

Michael Than

Tam Than

Trang Than

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United Beauty College

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