SANTA ANA BEAUTY COLLEGE

INTERNATIONAL SCHOOL - EDD PROGRAM

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SCHOOL CATALOG

2026



COSMETOLOGIST
BARBERING
ESTHETICIAN
ADVANCED MANICURIST
MANICURIST

This Catalog is for the period from 01/01/2026 to 12/31/2026

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INTRODUCTION

Thank you for selecting Santa Ana Beauty College, furthermore known in the document as "SABC", to assist you in obtaining your desired educational aspiration. You are entering into an industry that will provide you with the opportunities for a successful future in the world of beauty, health and wellness. We offer multiple basic trainings to pass the licensing examinations including 07 programs. Our emphasis is on how to be successful educationally and occupationally. This means hard work, dedication and practice on your part. It is a pleasure to have you join us. Our goal is to help you discover your abilities to transform your life and other's lives. The degree of your success depends on the efforts you are willing to apply during the entire training course.

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 Postsecondary Education:
Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website Address: *www.bppe.ca.gov*

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary 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 visit website *www.osar.bppe.ca.gov*

The Santa Ana Beauty College welcomes all persons interested in the beauty industry. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

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DIANE NGUYEN, CEO

MISSION STATEMENT

The mission of Santa Ana Beauty College (SABC) is to offer training that prepares students to acquire the knowledge and skills necessary to pass the appropriate program exams and the development and personal growth to help each student discover his/her potential and function as cosmetologist, barber, entrepreneurs and teachers successfully in the future.

EDUCATIONAL OBJECTIVES

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to serve in the beauty and wellness industry. The successful student should be able to function effectively in one of the many specialty areas such as: hair stylist, hair colorist, manicurist, racialists, waxing, and make-up or as a beauty salon operator. Normal progression should move her/him to positions such as beauty salon manager, beauty salon owner, teacher and director or school owner.

Our daily training operation is under the instruction of a qualified educational director who brings almost a decade of valuable experience within the beauty industry and believes in continuing education to keep abreast of the vast changes in the industry. Our educational director brings several years of administrative experience to the program. This experience compliments their great educational and managerial talents and expertise. The resultant educational program, the teaching and training at Santa Ana Beauty College represents the spectrum of cosmetologist knowledge and experience. Our educational director presents a challenging teaching and learning environment designed to maximize student's preparation and opportunity for success in the beauty industry.

The quality of our faculty is exhibited daily in the classroom and clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all Cosmetologist, Barbering, Manicuring, Skin Care professions. Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment.

STATEMENT OF OWNERSHIP

Santa Ana Beauty College is a for-profit corporation established in the state of California.

BANKRUPTCY

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

NON-RECRUITMENT

The school does not recruit students that are already attending or have been admitted to another school offering similar programs of study.

STUDENT SERVICES

The school enrollment office is available to answer all questions regarding the enrollment process and assist as necessary for student to successfully complete the programs but other than that we do not offer any other special student services such as housing or library etc..

ADMISSION POLICY

It is recommendable that all prospective students visit Santa Ana Beauty College and meet with the admissions representative to discuss their personal goals, education, and career plans. During the visit, students can tour the school and get an overview of the programs, the cost and duration of each program, and various options available. Students will also meet with faculty and other students and their questions will be answered by a school representative. The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

ADMISSION REQUIREMENT:

1. If you're at least 17 and will need Federal Student Aid, a high school diploma or GED is required and you must:
    a. Visit the school and meet with the admissions representative.
    b. Provide a copy of your high school diploma, GED, or your California State Proficiency Test or its equivalent.
    c. If the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education Santa Ana Beauty College will follow procedures below:
        1. Check with the high school to confirm the validity of the student's diploma; and
        2. Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

    d. Provide a valid Social Security card or Individual Taxpayer Identification Number
    e. Provide a driver's license or a government-issued photo identification card.

2. If you do not have a high school diploma or its equivalent, Federal Student Aid will not be available to you. If you still like to join the program without federal assistance you must:
    a. Be at least 18 years old.
    b. Must have completed 10th-grade education level or its equivalent as required by the Program of Board of Barbering & Cosmetology and pass an Ability-to-Benefit test prior to admission.
    c. Students admitted under these criteria will be required to pass one of the Ability-to-Benefit tests approved by the U.S. Department of Education. This test is administered by an independent test administrator. All Ability-To-Benefit students must take and pass the test prior to admissions. The Ability-to-Benefit tests used are the Wonderlic VS-I/QS-1 Test (passing score for the VS-1 section is 200 or higher and for the QS-1 section is 210 or higher) or CELSA Ability-to-Benefit test. Both tests are approved by the Secretary of Education, Washington, DC. Both tests will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available, and the independent test agency will explain and provide you with their testing procedures. Passing scores for CELSA for ATB Federal guidelines require that a ―passing‖ ability to benefit score be mean. The mean is a 97 scaled score on either form 1 or form 2. The raw score of 37 on Form 1 and a raw score of 34 on Form 2 equates to a scaled or ―passing‖ score of 97.
    d. Visit the school and meet with the admissions representative.
    e. Provide a valid Social Security card or Individual Taxpayer Identification Number
    f. Provide a driver's license or a government-issued photo identification card.

3. If you're at least 18, an immigrant to the United States, and have completed high school or its Equivalent in your country of origin, you must:
    a. Have your high school transcript/diploma translated in English and evaluated by an independent agency to ensure that it is equivalent to United States high school diploma.
    b. Visit the school and meet with the admissions representative.
    c. Provide a valid Social Security card or Individual Taxpayer Identification Number.
    d. Provide a driver's license or a government-issued photo identification card.

4. Santa Ana Beauty College offer instruction in English and require basic English language proficiency. In order to meet this requirement, students must provide evidence of High School Diploma, GED certificate, or its equivalent or have a passing score for ATB testing in English.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: you must be one of the following to receive Federal Student Aid: U.S Citizen. U.S National. U.S permanent resident who has an I-151 or I-551 (Alien Registration receipt card).

RE-ENTRY:

a. If a student re-enters SABC after withdrawing officially or unofficially within 5 years, the student is required to re-enter in the same progress status as when they left the institution (with full credit for all monies paid), plus a registration fee of $100.In the event of multiple terminations and re-enrollments, only those students within 5 years of their first termination will be honored under this policy.

b. Students who have terminated and re-enrolled more than once will not be readmitted unless complete payment of any prior balances owed to the school has been paid unless other arrangements are made.

c. Students who discontinue and re-enroll after five years of their date of termination will be treated and charged the same as transfer students. They will also be responsible for any balance still owed the school from previous enrollment(s).

d. In case where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and/or progress. The school Director will make final approval of readmission, as well as the right to test any student for knowledge/skills assessment prior to consideration for readmission. Readmission to the program depends on space availability.

e. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum timeframe allowed (150% of the program scheduled hours).

REINSTATEMENT OF AID:

Students may re-establish satisfactory progress and title IV aid, as applicable, by at least meeting minimum attendance and academic requirements by the end of the probation period. The student may be required to attend make up and/or additional hours under a written plan of the school.

TRANSFER CREDIT:

a. Santa Ana Beauty College accepts transfer credits from accredited schools of Cosmetology in California. For those students previously enrolled in out-of-state schools, the College may accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the California's approved curriculum for that program of study. If accepted, the students may have their tuition reduced proportionately.

b. Students desiring to obtain transfer credit must provide an Official Proof of Training Document from a licensed California School of Cosmetology. An out-of-state transfer student must have an evaluation from the California State Board of Cosmetology granting the student the equivalent California hours. The acceptance of transfer hours is at the complete discretion of the School Director.

c. Appropriate credit for cosmetology courses will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Program of Cosmetology Rules and Regulations. In most cases, the school will accept a maximum of 60% of a course's total hours. Occasionally, a student's acceptance by the college will depend entirely on the Program of Barbering and Cosmetology.

d. If SABC accepts transfer hours from another institution that are accepted toward the student's educational program, those hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted and evaluation periods are established. Satisfactory Academic Progress evaluation periods are based on the remaining actual contracted hours at the institution. Transfer students will be assessed a registration fee of $100 and tuition based on the number of hours needed to complete their remaining required hours multiplied by the corresponding hourly rate.

INTERNATIONAL STUDENTS

Santa Ana Beauty College is authorized under Federal law to enroll nonimmigrant students. SABC does not provide services for obtaining visas. However, there is a 425 U.S. dollars non-refundable processing fee for the application including Form I-20. All international applicants must be admitted under M1 Visa and meet all admission requirement as described in institution's admission policy.

ARTICULATION

Santa Ana Beauty College does not enter into an articulation or transfer agreements with any other colleges or universities. The institution will consider credit from other institutions accredited by an agency recognized by the U.S. Department of Education or the National Accrediting Commission of Career Arts & Sciences.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Santa Ana Beauty College does not offer credit for prior experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

PROGRAMS OF STUDY

Santa Ana Beauty College is dedicated to providing career training in the field of professional health, beauty and wellness. Graduates of this institution will be equipped to find employment in various venues as Cosmetologist, Barbering, Esthetician, and Manicurist. The school accomplishes this goal by offering the following course programs:

LIST OF COURSES	LENGTH OF COURSE (CLOCK HOURS)
1/ Cosmetologist	1000 hours
Cometologist Transfer	400 hours
2/ Barbering	1000 hours
Barbering Transfer	400 hours
3/ Advanced Manicurist	600 hours
4/ Esthetician	600 hours
5/ Manicurist	400 hours

All the classes will be held at **Santa Ana Beauty College**, 1926 W. 17^{the}Street, Santa Ana, CA, 92706. The school offers a classroom training experience that provides the student with a broad range of skills and a classroom environment that simulates the real workplace environment.

All courses are taught in **English**. This institution does not offer English as a Second Language (ESL) courses

COSMETOLOGIST (1000 Clock hours)

Course Description

The curriculum for students enrolled in a cosmetologist course consists of one thousand **(1,000)** clock hours of Technical Instruction and Practical Training. Instruction will cover from the art and science of cosmetology, principle and techniques of hair, makeup, skin care, manicuring, health and safety practice to career and employment information. The course of study satisfies the requirements of Section 7316 of the Barbering and Cosmetologist Act.

Course Objectives

The Cosmetologist course's objective is to prepare students for licensure and job entry level skills.

Cosmetologist Performance Objective:

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

Skills to develop:

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps and nail tips.

Attitudes and Appreciations to Develop:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (d) Supervised laboratory (clinic) practice upon patrons.

Grading Procedure

Cosmetologist program consists of both a theoretical and practical component that will be evaluated periodically by the instructor using evaluation forms. Evaluation forms reflect the overall attendance and academic progress of the students. Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

Grading Scale for Written and Comprehensive Practical Skills Evaluations -ACADEMIC PROGRESS EVALUATION work is as follows:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
60-69%	D	Unsatisfactory
Below 60%	F	Failing

Course Length

The curriculum for students enrolled in a cosmetologist course consists of **one thousand (1000) clock hours** of technical instruction and Practical Training

The course can be completed in 25 to 34 weeks by taking full time class from 30 to 40 hours a week for five days a week or completed in 50 weeks by taking 20 hours a week for five days a week.

COSMETOLOGY CURRICULUM MINIMUM REQUIREMENT

(1000 Total Clock Hours)

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include MINIMUM technical and practical instruction in the following areas:	**Minimum Theory Hours**	**Minimum Practical Operation Hours**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	**100**	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	**20**	**80**
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	**60**	**140**
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	**50**	**150**
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	**50**	**100**
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	**10**	**40**
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-on, dip, tips, wraps, and repairs	**30**	**70**
Seeking Employment / On the Job	**50**	
The Salon Business	**50**	
CUMULATIVE TOTAL HOURS	**420**	**580**

Textbook

Milady Standard Cosmetology Text Book, Milady Standard Theory Workbook, Milady Standard Exam Review

Licensing Requirements:

The California board of Barbering and Cosmetology shall admit to examination for a license as a cosmetologist to practice cosmetology, any person who has made application to the board in proper form, paid the fee required by the Board and is qualified as follows:

(a) Is not less than 17 years of ages.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a course in cosmetology from a school approved by the board.

(2) Practiced cosmetology as defend in this chapter -Chapter 10 of Division 3 of the California Business and Professions Code outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.

(3) Holds a license as a barber in this state and has completed a cosmetology Transfer course in a school approved by the board.

(4) Completed a barbering course in a school approved by the board and has completed a cosmetology Transfer course in a school approved by the board.

(5) Completed the apprenticeship program in cosmetology specified in Article 4(commencing with Section 7332).

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

BARBERING (1000 Hours)

Course Description

The curriculum for students enrolled in a Barbering course consists of one thousand (**1,000**) clock hours of Technical Instruction and Practical Training. Instruction will cover from the art and science of Barbering, principle and techniques of hair, skin care, manicuring for man, health and safety practice to career and employment information. The course of study satisfies the requirements of Section 7316 of the Barbering and Cosmetologist Act.

Course Objectives

The Barbering course's objective is to prepare students for licensure and job entry level skills.

Barbering Performance Objective

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

Skills to develop

Learn the proper use of implements relative to all barbering services. Acquire the knowledge of analyzing the scalp and face prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all barbering services.

Attitudes and Appreciations to Develop:

Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (d) Supervised laboratory (clinic) practice upon patrons.

Grading Procedure

Barbering program consists of both a theoretical and practical component that will be evaluated periodically by the instructor using evaluation forms. Evaluation forms reflect the overall attendance and academic progress of the students. Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

Grading Scale for Written and Comprehensive Practical Skills Evaluations -ACADEMIC PROGRESS EVALUATION work is as follows:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
60-69%	D	Unsatisfactory
Below 60%	F	Failing

Course Length

The curriculum for students enrolled in a Barbering course consists of **one thousand (1,000) clock hours** of technical instruction and Practical Training

The course can be completed in 25 to 34 weeks by taking full time class from 30 to 40 hours a week for five days a week or completed in 50 weeks by taking 20 hours a week for five days a week.

BARBERING CURRICULUM MINIMUM REQUIREMENT **(1000 Total Clock Hours)**		
Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include MINIMUM technical and practical instruction in the following areas:	**Minimum Theory Hours**	**Minimum Practical Operation Hours**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)**: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	**150**	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	**20**	**80**
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	**80**	**170**
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	**50**	**150**
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	**50**	**150**
Seeking Employment / and on the Job	**50**	
The Salon Business	**50**	
CUMULATIVE TOTAL HOURS	**450**	**550**

Textbook

Milady Standard Cosmetology Text Book, Milady Standard Theory Workbook, Milady Standard Exam Review

Licensing Requirements:

The California board of Barbering and Cosmetology shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by the Board and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a course in barbering from a school approved by the board.

(2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(4) Holds a license as a cosmetologist in this state and has completed a barber Transfer course in a school approved by the board.

(5) Completed a cosmetology course in a school approved by the board and has completed a barber Transfer course in a school approved by the board.

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

ADVANCED MANICURIST (600 Hours)

Course Description

This course goes beyond the basics of manicuring with advanced techniques to prepare students to be salon ready. The curriculum for students enrolled in an advanced manicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist and two hundred (200) clock hours of technical instruction and practical operations covering advanced techniques in Nail Industry that are not a part of the required training or practice of manicurist pursuant to Section 7316 of the California Board of the Barbering and Cosmetology Act.

Course Objectives

The Advanced Manicurist course's objective is to prepare students not just licensure and job entry level skills but also be more competitive in the Nail industry with the advanced technique they acquire from the course.

Advanced Manicurist Performance Objective

1. Acquire knowledge of laws and rules regulating California Cosmological establishing practices,
2. Understand and perform effectively sanitation and sterilization procedure relative to manicure and pedicure services,
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire the knowledge beyond the basics of manicuring and pedicuring includes the practice and use of instruments like electric nail files, air brush, ergonomics reflexology and nail art
5. Acquire business management techniques common to manicurist.

Skills to Develop

Use of proper implements relative to all manicuring, pedicure, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails. Acquire knowledge of electric nail files, UV Gels, ergonomics, reflexology and nail art.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction; (d)Supervised laboratory (clinic) practice upon patrons.

Grading Procedure

Advanced Manicurist program consists of both a theoretical and practical component that will be evaluated periodically by the instructor using evaluation forms. Evaluation forms reflects the overall attendance and academic progress of the students. Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

Grading Scale for Written and Comprehensive Practical Skills Evaluations -ACADEMIC PROGRESS EVALUATION work is as follows:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
60-69%	D	Unsatisfactory
Below 60%	F	Failing

Course Length

The curriculum for students enrolled in an Advanced Manicurist course consists of **(600) clock hours** of technical instruction and Practical Training. The course can be completed in 15 to 20 weeks by taking full time class from 30 to 40 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for five days a week.

SUBJECTS OF STUDY	Minimum Theory Hours	Minimum Practical Operation Hours
Board Rules & Regulations The subjects of Laws & Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act & the Board's Rules & Regulations	10	-
Health & Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/ Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/ AIDS and Hepatitis B.	25	-
Disinfection & Sanitation The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3	30	20
Bacteriology, Physiology and Anatomy The subjects of Bacteriology, Physiology and Anatomy shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions	20	-
Water and Oil Manicures Including hand and arm Massage	30	30
Complete Pedicure Including foot and ankle Massage	20	30
Application of Artificial Nails a. Acrylic: Liquid gel and Power Brush-on b. Nail Tips c. Nail Wraps and Repairs, and Nail Analysis	20	180
Advanced-Artificial Nails a. Gel Enhancement b. Gel Polish c. Gel Art	35	120
Career Development (Seeking employment/ on the job and the Salon Business) This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax responsibilities related to independent contractors, booth renters, employees, and employers. Fundamentals of business management are taught in salon management and are incorporated into all the practical classes in theory.	10	20
CUMMULATIVE TOTAL HOURS	**200**	**400**

Textbook
Milady's Standard Nail Technology, Milady's Standard Theory Workbook, Milady's Standard Exam Review

Licensing Requirements:
The California Board of Barbering and Cosmetology shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the fee required by Board, and is qualified as follows:

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

ESTHETICIAN (600 Hours)

Course Description

The curriculum for students enrolled in Esthetician course shall consist of six hundred **(600)** clock hours of Technical Instruction and Practical Training. Instruction will cover from the art and science of Esthetics, principle and techniques of skin care, make up, health and safety practice to career and employment information. The course of study satisfies the requirements of Section 7354 of the Barbering and Cosmetology Act.

Course Objectives

The Esthetician course's objective is to prepare students for licensure and job entry level skills.

Esthetician Performance Objective

1. Acquire knowledge of laws and rules regulating California Cosmological establishing practices,
2. Acquire the knowledge of sanitation and sterilization as related to all phases of skin,
3. Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory
4. Acquire business management techniques.

Skills to Develop

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all service to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedures of plain and electrical facials.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction; (d) Supervised laboratory (clinic) practice upon patrons.

Grading Procedure

Esthetician program consists of both a theoretical and practical component that will be evaluated periodically by the instructor using evaluation forms. Evaluation forms reflect the overall attendance and academic progress of the students. Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

Grading Scale for Written and Comprehensive Practical Skills Evaluations -ACADEMIC PROGRESS EVALUATION work is as follows:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
60-69%	D	Unsatisfactory
Below 60%	F	Failing

Course Length

The curriculum for students enrolled in an Esthetician course consists of **(600) clock hours** of technical instruction and Practical Training

The course can be completed in 15 to 20 weeks by taking full time class from 30 to 40 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for five days a week**.**

SUBJECTS OF STUDY	Minimum Theory Hours	Minimum Practical Operation Hours
Board Rules & Regulations The subjects of Laws & Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act & the Board's Rules & Regulations	10	-
Health & Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment	40	-
Disinfection & Sanitation The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment	25	90
Bacteriology, Physiology, and Anatomy The subjects of Bacteriology, Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	-
Facial a. Manual (shall include skin analysis, cleansing, scientific manipulations, packs, and masks. b. Electrical (shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin-care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face). c. Chemical (shall include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling).	70	140
Preparation Analysis/ CPR & AED Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post- operative care, CPR/ AED, salon and spa skills.	15	-
Eyebrow Beautification The subject of Eyebrow Beautification shall include, but is not limited to, to following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Make-up The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	25	40
Career Development (Seeking employment and the Salon Business) This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and employers. Fundamentals of business management are taught in salon management and are incorporated into all the practical classes in theory.	10	45
CUMMULATIVE TOTAL HOURS	**235**	**365**

Textbook

Milady's Standard Esthetics Fundamentals, Milady's Standard Theory Workbook, Milady's Standard Exam Review

Licensing Requirements:

The California Board of Barbering and Cosmetology shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in proper form, paid the fee required by Board, and is qualified as follows:

(a) Is not less than 17 years of age?
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section480.
(d) Has done any of the following:
  (1) Completed a course in skin care from a school approved by the board.
  (2) Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  (3) Completed the apprentice ship program in skin care specified in Article 4 (commencing with Section 7332).

MANICURIST (400 Hours)

Course Description

The curriculum for students enrolled in Manicurist course shall consist of four hundred **(400)** clock hours of Technical Instruction and Practical Training. Instruction will cover from the art and science of Manicurist, principle and techniques of Nails (Manicure, Pedicure and Artificial Nail), health and safety practice to career and employment information. The course of study satisfies the requirements of Section 7316 of the Barbering and Cosmetology Act.

Course Objectives

The Manicurist course's objective is to prepare students for licensure and job entry level skills.

Manicurist Performance Objective

1. Acquire knowledge of laws and rules regulating California Cosmological establishing practices,
2. Understand and perform effectively sanitation and sterilization procedure relative to manicure and pedicure services,
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

Skills to Develop

Use of proper implements related to manicure, pedicure, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in manicuring, pedicure and artificial nails.

Attitudes and Appreciations to Develop

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and improve personality in dealing with patrons and colleagues.

Instructional Methods

Instructional methods include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; and (c) supervised practical instruction (d) Supervised laboratory (clinic) practice upon patrons.

Grading Procedure

Manicurist program consists of both a theoretical and practical component that will be evaluated periodically by the instructor using evaluation forms. Evaluation forms reflects the overall attendance and academic progress of the students. Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

Grading Scale for Written and Comprehensive Practical Skills Evaluations -ACADEMIC PROGRESS EVALUATION work is as follows:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
60-69%	D	Unsatisfactory
Below 60%	F	Failing

Course Length

The curriculum for students enrolled in a Manicurist course consists of **(400) clock hours** of technical instruction and

Practical Training

The course can be completed in 10 to 14 weeks by taking full time class from 30 to 40 hours a week for five days a week or completed in 20 weeks by taking 20 hours a week for five days a week.

SUBJECTS OF STUDY	Minimum Theory Hours	Minimum Practical Operation Hours
Board Rules & Regulations The subjects of Laws & Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act & the Board's Rules & Regulations	10	-
Health & Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/ Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/ AIDS and Hepatitis B.	25	-
Disinfection & Sanitation The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3	20	35
Bacteriology, Physiology and Anatomy The subjects of Bacteriology, Physiology and Anatomy shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions	10	-
Water and Oil Manicures Including hand and arm Massage	20	30
Complete Pedicure Including foot and ankle Massage	20	30
Application of Artificial Nails a. Acrylic: Liquid gel and Power Brush-on b. Nail Tips c. Nail Wraps and Repairs, and Nail Analysis	20	150
Career Development (Seeking employment/ on the job and the Salon Business) This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax responsibilities related to independent contractors, booth renters, employees, and employers. Fundamentals of business management are taught in salon management and are incorporated into all the practical classes in theory.	10	20
CUMMULATIVE TOTAL HOURS	**135**	**265**

Textbook

Milady's Standard Nail Technology, Milady's Standard Theory Workbook, Milady's Standard Exam Review

Licensing Requirements:

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

(a) Is not less than 17 years of age?

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section480.

(d) Has done any of the following:

(1) Completed a course in nail care from a school approved by the board.

(2) Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332)

GENERAL FACILITY AND EQUIPMENT

Santa Ana Beauty College is located at 1926 W. 17th Street, Santa Ana, California. The school building is a spacious (7,907 sq. ft.), one-story facility consists of classroom, clinic area, office supply room and dispensary, utility, offices, restrooms and lounge with many benefits for our staffs and students. Classrooms are equipped for both theory and practical classes. Desk-type chairs, work tables, styling chair, teacher's desk and chair, whiteboards, mannequins, dryers and chairs, shampoo bowls and chairs, facial area, manicure area, visual aids relative to the study indicated in the school's programs. The School Director's office and administration office is for the purpose of interviewing, counseling and business administration. A student lounge is provided for break time and lunch period. Chairs, tables, microwave oven, toaster, vending machines, and refrigerator are provided in the student lounge.

The clinic area is furnished with equipment necessary for the practical training of cosmetology. All clinic practice is under the supervision of instructors. Chairs, tables, microwave oven, toaster, vending machines, and refrigerator are provided in the student lounge.

GRADING SYSTEM

All programs consist of both a theoretical and practical component that will be evaluated periodically by the instructor using evaluation forms. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a C (70%) average to maintain satisfactory academic status. The following factors will be measured to determine academic progress: theory test grades and practical/clinic work. To determine whether you meet the academic requirements, the grades for theory test, practical/clinic performance is averaged together and converted to the grading scale as below:

GRADING SCALE

90-100%	**A**	Excellent
80-89%	**B**	Good
70-79%	**C**	Satisfactory
60-69%	**D**	Unsatisfactory
Below 60%	**F**	Failing

GRADUATION REQUIREMENTS

In order to qualify for Graduation, student must:

1. Attain the required number of training hours per the enrollment agreement/contract;
2. Complete and receive passing grades in practical and theoretical projects;
3. Pass all written and practical exams cumulative average of 70%;
4. Completed the required program hours.

A successful graduate will be awarded a Certificate of Completion of his/her graduation; Official Proof of Training and Transcript. Students will be also assisted in completing the necessary documents to file for the State Board Licensing Examinations as required by students.

EMPLOYMENT ASSISTANCE SERVICES/GUARANTEE DISCLAIMER

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

The school provides its graduates with employment assistance with an attempt to place everyone but cannot guarantee employment. Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student register and the follow-up process begins. Students are encouraged to return for placement assistance by reviewing the listing of salon seeking employees and the requirements, salary, and other pertinent information as well.

REFUND POLICY AND RETURN OF TITLE IV

SABC's refund policy is complying with California Code of Regulations, section 71750 and Title IV, HEA regulatory requirements as per 34 CFR 668.22 (R2T4); 668.16(e), 668.34 (SAP); 600.4(a)(2) 600.5(a)(3), and 600.6(a)(2) (Admissions). This policy applies to all termination for any reason, by either party, including student decision, course or program cancelation or school closure.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date the enrollment agreement was signed), whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time and to receive a pro-rata refund if the student has completed 60 percent or less of the period of attendance.

Cancellation of this agreement can occur up to DATE: … /… /… (MM/DD/YYYY)

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office at the following address: **SANTA ANA BEAUTY COLLEGE, 1927 W 17th Street, Santa Ana, CA 92706**

If the student cancels the enrollment agreement within the cancellation period, the school will refund 100% of the amount paid for institutional charges, less a deposit or application fee not to exceed $250, within 45 days after the notice of cancellation is received.

If the applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid, less a deposit or application fee not to exceed $250.

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

WITHDRAWAL FROM THE PROGRAM

1. You may withdraw from the school at any time after the cancellation period (describe above) and receive a pro-rata refund if you have completed 60 percent or less of the enrollment period in the entire course. The refund will be the amount paid for institutional charges, less a registration or administration fee not to exceed $250, and payment for equipment that students do not return in good condition. The refund will be issued within 45 days after the notice of cancellation is received.
2. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of the institution when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment according to the condition as described on the termination/dismissal policy.
- If a student does not return or call from the student's leave of absence within 72 hours of the student's expected return, the student shall be considered terminated. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies school that the student will not be returning.
- An unofficial withdrawal is determined if there is no notification made after two consecutive weeks of absence.

The date of student's withdrawal shall be deemed the last date of recorded attendance. Unofficial withdrawals for clock hours students are determined by the school through monitoring clock hours attendance at least every thirty (30) days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

The application fee of $ **100.00 is non-refundable**. Equipment, books, supplies, tools, kits and any other items issued and received by the student cannot be returned after seven days of signing the enrollment agreement. Within seven days, they can be returned with a full refund if there are no broken, damaged or used items.
The school will refund any money that you paid, less any deduction for registration fee and equipment received. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. The official withdrawal date is on the student's notification or the school's determination.

Refunds: If any refunds are due based on the Return of Title IV calculation **and/or** based on the institutional refund policy calculation, the refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.
The order of payment of refunds is:
1.) Pell Grant
2.) Federal SEOG.
This order would apply in accordance with the aid programs available at the institution.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school provides a full refund of all monies paid. If a school cancels a course or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.
School Closure: If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students to complete the program at another school and provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

RETURN OF TITLE IV

Special note to students receiving Pell Grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated above by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

REFUND CALCULATION (Based on scheduled hours)

Example Refund Calculation:

Example 1: The Cosmetology program at Santa Ana Beauty College has 1000 hours of instructional time and tuition costs $7,000. The student withdraws from the program after attending 300 hours of instruction of the 450 hours (66%) in 1st period. The school received $2,822.50 of the Pell grant and $500 cash payment for a total amount of $3,322.50.

What would be his refund, if any?

First, the cost per hour of instruction is established by dividing the total hours of the program (1000) into the total cost of the program ($7,000.00): $7,000.00 / 1000 = $7.00/hour. Since the student has completed/attempted 300 hours of the 450 hours of instruction in the 1st period, 66% of the 1st period, at the time of withdrawal he will be charged for the full 450 hours, he's obligated to pay $7.00 x 450 = $3,150.00. His refund is calculated in the table below in example 1:

Example 2: The Cosmetology program at Santa Ana Beauty College has 1000 hours of instructional time and tuition costs $7,000. The student withdraws from the program after attending 265 hours of instruction of the 450 hours (59%) in 1st period. The school received $2,822.50 of the Pell grant and $700 cash payment for a total amount of $3,522.50 less Pell Grant to be returned since student's hours fell below 60%.

What would be his refund, if any?

First, the cost per hour of instruction is established by dividing the total hours of the program (1000) into the total cost of the program ($7,000.00): $7,000.00 / 1000 = $7.00/hour. Since the student has completed/attempted 265 hours of the 450 hours of instruction in the 1st period, 59% of the 1st period, at the time of withdrawal, a return to Title IV will be calculated, and he's obligated to pay $7.00 x 265 = $1,855.00. His refund is calculated as below in example 2:

Example 1		**Example 2**	
Amount paid including Pell	$500	Amount student paid in cash	$700
Pell after return to Title IV calculation	$2,822.5	Pell after return to Title IV calculation	$1,662.00
Tuition cost incurred (450 x $7.00)	($3,150)	Tuition cost incurred (265 x $7.00)	$(1,855)
Less: $100 nonrefundable fee	$(100)	Less: $100 nonrefundable fee	$(100)
Less: Equipment received as of withdrawal date (Kits and Books)	$(1,500)	Less: Equipment received as of withdrawal date (Kits and Books)	$(1,500)
Less: STRF fee	$ 0	Less: STRF fee	$ 0
Student responsible to pay	**$1,427.5**	**Student responsible to pay**	**$1,093**
Refund Due to Student	**$0.00**	**Refund Due to Student**	**$0.00**

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, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Marker Blvd, Suite 225, Sacramento, California 95834 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 noncollection 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

HOUSING

Santa Ana Beauty College does not have any dormitory under our control. Student can use outside housing services to search for the availability of housing located reasonably near the institution's facilities. The estimation of the approximate cost of the housing in the neighborhood is about $500 to $1,000 per month, depending on each student's needs. The institution has no responsibility to find or assist a student in finding housing.

LIBRARY AND LEARNING RESOURCES

Santa Ana Beauty College does not maintain a library. Instead, the institution provides the following learning resources to support the programs it offers. These resources are available to all enrolled students at no additional charge during regular school hours, Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 3:00 p.m.

Textbooks and Workbooks: The school provides copies of the required textbooks and workbooks for each program, including Milady Standard Cosmetology, Milady Standard Barbering, Milady Standard Esthetics, Milady Standard Nail Technology, along with the corresponding theory and practical workbooks. These copies are for use on campus only and may not be taken off school premises. Students may access them during regular school hours by requesting them from instructors.

Audio Visual Materials: The theory classrooms are equipped with a TV monitor used for instructional videos, demonstrations, and presentations.

Practical Training Equipment: The clinic floor includes styling stations, shampoo beds, facial beds, steamers, sterilization equipment, and disinfection equipment for hands-on training.

Instructor Support: Licensed instructors are available during school hours to provide individual assistance, review sessions, and guidance on both theory and practical work.

Off Campus Resources: Students may also use the Santa Ana Public Library and the Nealley Library at Santa Ana College, both located a short distance from the school, free of charge.

DISTANCE EDUCATION

Santa Ana Beauty College does not offer distance education.

BUSINESS HOURS

Office Hour:	Monday – Thursday	From 9:00 am – 5:00 pm
	Friday	From 9:00 am – 3:00 pm
Hours of Instruction:	Monday– Thursday	From 8:30 am – 7:00 pm
	Friday	From 8:30 am – 3:00 pm

CLASS SCHEDULES

All SABC programs (Cosmetologist, Barbering, Esthetician, Manicurist and Advanced Manicurist) begin new classes every Monday. If Monday is a holiday, the classes start on Tuesday. Flexible schedules are available for full-time, part-time, and evening classes. Your schedule will be determined based on the specific program you choose.

Orientation classes are done via online platform. All new students, transfers and re-enrollment students are required to attend orientation prior to beginning the class.

HOLIDAYS

The institution observes the following holidays in 2026: **Martin Luther King Jr.** (Monday 01/19/2026), **President's Day** (Monday 02/16/2026), **Memorial Day** (Monday 05/25/2026), **Independence Day** (Friday 07/03/2026), **Labor Day** (Monday 09/07/2026**), Columbus Day** (Monday 10/12/2026), **Thanksgiving and the day after Thanksgiving** (Thursday 11/26/2026 and Friday 11/27/2026), **Christmas & New Year Holidays** (Monday 12/21/2026 to Friday 01/01/2027).

-- Holidays of all religious beliefs are respected and allowed. The school reserves the right to change days of holidays with prior notice --

NON-DISCRIMINATION POLICY

In compliance with federal, state, and local government requirement, Santa Ana Beauty College does not discriminate on the basis of race, color, religion, sex, disability, financial status, age, ethnic origin or area origin or residence in its admissions, instruction, or graduation policies.

Qualified Individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the institution's Disability Accommodation Request Form to submit the request. The form must be submitted to the institution's Disability Compliance Coordinator. Institutional faculty or staffs who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the institution's Disability Compliance Coordinator.

The institution's Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Coordinator is listed below with his contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

Vicky Nguyen Tel: *(714)835-0278* Email:*sabcusa@yahoo.com*

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the institution's Grievance Policy.

STUDENT RECORDS POLICY

Student records are kept for a period of 5 years after the student either drops from the program or completes the training program. Student transcripts are maintained indefinitely and kept permanently. Students who need a transcript of their training may contact the school office. The school has a right to issue only a transcript reflecting the total hours paid for by the student if the student has an unpaid balance for instruction provided to the student.

Student records are kept for a period of 5 years after the student either drops from or completes the program. Student transcripts are maintained permanently.

The transcript will reflect all clock hours and coursework the student completed at the school. Students or former students who need a transcript may request one by contacting the school office at:

Phone number: (714) 835-0278

Fax: (714) 835-0287

Address: 1926 W 17th Street, Santa Ana, CA 92706

Santa Ana Beauty College will not withhold a transcript, or condition the release of a transcript, on the payment of any debt owed to the school, including an unpaid balance for tuition or fees. Any outstanding balance remains the student’s responsibility and may be pursued separately, but it will not affect the student’s right to obtain the transcript.

APPROVAL DISCLOSURE STATEMENT

	Santa Ana Beauty College is accredited by the **National Accrediting Commission of Career Arts and Sciences (NACCAS)**. The Commission was founded in 1969 and is recognized by the US Department of Education. Additional information can be obtained from NACCAS: 3015 Colvin Street, Alexandra, VA 22314, by calling (703) 600-7600 or at www.naccas.org
	Santa Ana Beauty College is a private institution that approved to operate in the State of California by the **Bureau for Private Postsecondary Education (BPPE)**. That approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling *Toll-free telephone #: (888) 370- 7589* or by completing a complaint form, which can be obtained on the Bureau's internet Web site: www.bppe.ca.gov.
	The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be direct to **Board of Barbering and Cosmetology**, P. O. Box 944226,Sacramento, CA 94244-2260 Phone: (800) 952-5210 Fax: (916) 575-7281, Website: Barbercosmo.ca.gov

SCHOLARSHIP AND FEE WAIVER POLICIES

Scholarship will be awarded to all qualified students upon completion of the course.

Qualification of student for scholarship is determined based on the following criteria:

1. On time completion;
2. Student must complete the program no later than the expected on time graduation day as indicated on the enrollment agreement.
3. Performance of each applicant on tests designed to measure ability and aptitude for educational work; Student must complete the required theory hours and practical operations with a GPA (Grade Point Average) of B (80%) or better.
4. Application for scholarship with recommendations from instructors. An application for scholarship along with a recommendations letter from your instructor must be submitted to School Office no later than the last evaluation period for Satisfactory Academic Progress purpose.

Once the application is reviewed and all conditions as described above are met, the students offered scholarships will be called into office to receive an official offer letter offering the funds, and must reply either accepting or rejecting this offer within 14 days of receipt.

Scholarship Amount may vary periodically depending upon the Institutional budget for the scholarship fund at the time of offering. The total value of the scholarship offered will be outlined in the official letter.
Santa Ana Beauty College may also offer Fee waivers. Check with Admissions Director for any Fee waivers that may be currently available.

STUDENT ATTENDANCE POLICIES

Attendance and Tardiness

Student must complete all technical and practical subjects and clock hours before they are allowed to graduate. If the student clock in within 10 minutes after the class started time, he or she is considered tardy and should adjust their department time at the end of day to complete the full 8 hours (minus 30 minutes for lunch). Any student arriving 10 minutes later the class started time, he or she will not allowed to clock in until practical class start.

Students must maintain their attendance schedule they commit at the time of enrollment, except in an emergency situation. To maintain a reasonable studying progress, each student should maintain a minimum attendance of 30 hours per week to be qualified as full-time student and a minimum attendance of 20 hours per week to be qualified as part-time student.

Excused and Unexcused Absences

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (LOA). An approved leave of absence will extend a student's contract period by the same number of days taken in the leave of absence. Students who expect to be absent more than 14 days are encouraged to request a Leave of Absence in advance. Student must follow Leave of Absence Policy in requesting an LOA

LEAVE OF ABSENCE POLICY

A student must follow the institution's policy in requesting an LOA as followings:

1. All requests for leaves of absence (LOA) must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
2. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so.
3. Under unforeseen circumstances in which the student is not able to request prior to the LOA, SABC may grant an LOA to student only if the institution can document the reason and collect the LOA request from student at a later date. In this case, the institution will establish the start date of the approved LOA as the first date the student was unable to attend.
4. The LOA may be granted for the following reasons:
    - Health concerns
    - Family emergency
    - Pregnancy
    - Financial struggle.
5. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
6. Student will not be assessed any additional charges as a result of a requested LOA
7. A student granted an LOA in accordance with this policy is not considered to have withdrawn, and no refund calculation is required at that time.
8. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the school.
9. In the event that the student takes an unapproved LOA or does not return or call from his/her leave of absence within three days of his/her expected return, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

MAKE-UP HOURS POLICY

Student who misses scheduled school hours due to absence or tardiness are encouraged to attend school makeup hours during regular school days to make up missed hours. The student should arrange make-up work with the instructor or director for both theory and practical classes. The make-up class will be arranged during the regular school days at no additional charge.

STUDENT CODE OF CONDUCT

(California Code of Regulations, Title 5, Article 2, Section 41301)

Students who attend Santa Ana Beauty College are expected to conduct themselves in a manner compatible with the laws of federal, state, and local governments. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate sanctions.

STUDENT RESPONSIBILITIES

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and school life.

UNACCEPTABLE STUDENT BEHAVIORS/RULES AND REGULATIONS

Following unacceptable behaviors are subject to disciplinary sanctions:

1. Dishonesty, including:
    a) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage;
    b) Furnishing false information to a school official, faculty member, or campus office;
    c) Forgery, alteration, or misuse of a school document, key, or identification instrument;
    d) Misrepresenting one's self to be an authorized agent of the school or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of school property
3. Willful, material and substantial disruption or obstruction of a school-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the school, or infringes on the rights of members of the school community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus school-related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a school-related activity, or directed toward a member of the school community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, - or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.‖
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication while on campus or at a school-related activity.
11. Theft of property or services from the school community, or misappropriation of school resources.
12. Unauthorized destruction or damage to school property or other property in the school community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals on campus or at a school-related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
    a) Unauthorized entry into a file for any purpose; b) Unauthorized transfer of a file;
    b) Use of another's identification or password;

c) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the school community
d) Use of computing facilities and resources to send obscene or intimidating and abusive messages;
e) Use computing facilities and resources to interfere with normal school operations;
f) Use of computing facilities and resources in violation of copyright laws.
g) Violation of a campus computer use policy.

16. Violation of any published school policy, rule, regulation or presidential order.
17. Failure to comply with directions of, or interference with, any school official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the school community, to property within the school community or poses a significant threat of disruption or interference with school operations.
19. Violation of the Student Conduct Procedures, including:
    a) Falsification, distortion, or misrepresentation of information related to a student disciplinary matter;
    b) Disruption or interference with the orderly progress of a student disciplinary proceeding;
    c) Initiation of a student disciplinary proceeding in bad faith;
    d) Attempting to discourage another from participating in the student disciplinary matter;
    e) Attempting to influence the impartiality of any participant in a student disciplinary matter;
    f) Verbal or physical harassment or intimidation of any participant in a student disciplinary matter;
    g) Failure to comply with the sanction(s) imposed under a student disciplinary proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline. Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the school while a disciplinary matter is pending.

TERMINATION/DISMISSAL POLICY

1. Dismissal may be initiated if a student fails to meet the terms of any warning and/or probation, i.e., academic, attendance.
2. Displays unacceptable behavior as describe in The Student Code of Conduct
3. An instructor may recommend dismissal at any time that he or she feels that student problem or situation has seriously jeopardized a client, violated a safety principle, or interfered with the welfare of the school or clinical site.
4. If a student commits a serious infraction during practical training, the instructor will remove a client from the training area. Any student action that places a client in danger is grounds for immediate dismissal.
5. When an infraction occurs on campus the student will be sent to the Program Director's office for evaluation and advisement.

STUDENT GRIEVANCE AND COMPLAINT POLICY

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

1. Fill out a grievance form and list all grievances.

2. Hand deliver or mail all forms to the School Director, Santa Ana Beauty College, 1926 W.17th Street, Santa Ana, CA92706-2321.Allgrievances, regardless of the nature will be turned over to the owners and reviewed.

3. The director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within24hours.

4. Or, you may pursue the matter further through the Bureau for Private Postsecondary Education by call toll-free at 1(888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Web site www.bppe.ca.gov or contact the school accrediting agency: National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandra, VA 22314, phone (703) 600-7600, fax (703) 379- 2200.

All complaint and the complaint documentation and complaint resolutions are maintained by the director in the fireproof filing cabinet at the back of student records.

STUDENT CLOCK IN AND OUT POLICY

The programs of study will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. A thirty (30) minute lunch break shall be taken when a student attends more than 6 hours a day. If you are attending 6 hours or less and desire to take a lunch break (30minutes), then the half hour must be deducted from the daily total.

At the completion of the day, the daily hours and operations earned are recorded. A weekly time card is prepared from the current daily operations and hours. The daily hours and operations earned are added to the previous totals of the cumulative column totals and then transferred to the new cumulative column. The time card must be signed by the student and the instructor daily. Students are not allowed to clock out during college hours without permission from the Instructor. A student may not clock in or out for another student. This rule is strictly enforced.

TIME CARD CREDIT POLICY

Time cards reflect the student's weekly and daily record of hours and operations. It is important that all of the hours and operations are recorded properly and accurately. The administrative personnel must be able to read the time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. After clocking in, the student is required to maintain applied effort in personal grooming, attendance within the classroom building, and focus of activities directly related to the program course. Any activity not directly related to the training will not be tolerated. If this occurs, the student will be asked to stop the activity or punch out for the remainder of the day. Continued activities of this nature could result in the student's dismissal.

The following is a guideline for the instructor to issue credits:

1. Each theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical operations.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the program gives for each operation.

Shampoo/set	1.5 hours
Facial	1.5 to 2 hours
Haircut	0.5 to 1 hour
Permanent Wave	2 to 2.5 hours
Manicure	0.5 hours to 1 hour

Using the above, the program would understandably not consider a student capable of performing more than three (3) permanent waves per day.

LOCKERS POLICY

1. The School provides each current student with a locker. In case, there are not enough lockers, student can put their names on the waiting list and wait to be contacted.
2. Students are required to place everything in separate containers and LABEL them as instructed by instructor.
3. These lockers CANNOT be used for jewelry, money, or food. School is NOT responsible for any personal property in the lockers.
4. Lockers are assigned at any time during the academic year and expired at the end of the program
5. If students do not show up in ONE month and with no Leave of Absence, their locker will be cleared.
6. Make sure all the belongings and personal items are removed by the last day of attendance. Student may keep the locker longer than the last day of attendance if he or she is going to take the State Board Exam within 6 months of graduation and must notify school office about their examination day. If student does not show up in one week after taking the State Board Exam, his or her clocker will be cleared out and school will not be responsible for any personal property inside.
7. Students are required to have their own lock and key. The school can give students a temporary lock but will hold on the key for safety.

KIT POLICY

At the time of receiving the kits, student will be given the list of materials, tools and equipment required for the course. Student shall responsible to check if any lost, missing or broken items occur and sign on the kit's list.
Student shall be responsible for replacing lost, missing or broken items after the kit's list was signed. Per the refund policy stated in enrollment agreement, kits are not returnable after seven (7) days signing the enrollment agreement. The implements and products provided are to be used on school clients and/ or model as assigned in order to develop required skill and speed.

DRESS CODE POLICY

Students are required to conform to the dress code policy of Santa Ana Beauty College. Any need for variation from regulation must be discussed and approved by the Program Director.

1. Slack or Capris are allowed
2. Dresses or skirts allowed must be knee length or longer
3. Shirt must cover the armpit and hang over the shoulder
4. Clothing must be professional clean, and free of stains and hole
5. Shoe should be worn at all times and must be closed toe
6. Hair must be clean and style PRIOR to arriving at school
7. Cloths must be appropriate and cover ENTIRE torso at all times.

Students who fail to comply with this school dress code will be asked to leave and return with appropriate attire.

OTHER SCHOOL RULES AND REGULATIONS

1. Smoking is allowed in assigned areas only OUTSIDE of the building.
2. Visitors are not permitted in the classroom or student lounge area unless approved by the director.
3. 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. A student is not permitted to leave a patron to take a phone call.
4. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
5. Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
6. A minimum of .5 hours of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day and all articles must be labeled at all times.
7. All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor.
8. A student may not leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
9. 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.
10. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
11. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
12. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron.
13. Students must notify the college office immediately of any student address or telephone number change.

SATISFACTORY ACADEMIC PROGRESS POLICY

The school applies formal standards that comply with applicable regulatory oversight agencies to measure satisfactory progress toward graduation of every student enrolled in all programs. Every student must maintain satisfactory academic progress in order to remain enrolled at Santa Ana Beauty College. This policy applies to Title IV and non-Title IV recipients regardless of enrollment status (e.g., full-time or part-time) or educational program. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This 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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetologist -1000 clock hours program

1. 450 clock (actual) hours and 15 weeks (23 weeks for part-time students)
2. 900 clock (actual) hours and 30 weeks (45 weeks for part-time students)

Cosmetologist-1600 clock hours program *(only applies to students enrolls prior 04/01/2022)*

1. 450 clock (actual) hours and 15 weeks (23 weeks for part-time students)
2. 900 clock (actual) hours and 30 weeks (45 weeks for part-time students)
3. 1250 clock (actual) hours and 42 weeks (63 weeks for part-time students)
4. 1600 clock (actual) hours and 54 weeks (80 weeks for part-time students)

Barbering -1000 clock hours program

1. 450 clock (actual) hours and 15 weeks (23 weeks for part-time students)
2. 900 clock (actual) hours and 30 weeks (45 weeks for part-time students)

Barbering-1500 clock hours program *(only applies to students enrolls prior 04/01/2022)*

1. 450 clock (actual) hours and 15 weeks (23 weeks for part-time students)
2. 900 clock (actual) hours and 30 weeks (45 weeks for part-time students)
3. 1250 clock (actual) hours and 42 weeks (63 weeks for part-time students)
4. 1500 clock (actual) hours and 50 weeks (75 weeks for part-time students)

Esthetician

1. 300 clock (actual) hours and 10 weeks (15 weeks for part-time students)
2. 600 clock (actual) hours and 20 weeks (30 weeks for part-time students)

Advanced Manicurist

1. 300 clock (actual) hours and 10 weeks (15 weeks for part-time students)
2. 600 clock (actual) hours and 20 weeks (30 weeks for part-time students)

Manicurist

1. 200 clock (actual) hours and 7 weeks (10 weeks for part-time students)
2. 400 clock (actual) hours and 14 weeks (20 weeks for part-time students)

*Transfer Student- Midpoint of the contracted hours or the established evaluation period, whichever comes first.

Evaluation will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluation ensures that students have had a least one evaluation by the midpoint in the course. The academic year of all programs is **900** hours.

ATTENDANCE PROGRESSEVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered to maintain 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 67% 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

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEK SCHEDULED	HOURS
Cosmetologist (Full time, 30 hrs/wk) - 1000 Hours	50 Weeks	1500
Cosmetologist (Part time, 20 hrs/wk) - 1000 Hours	75 Weeks	1500
Barbering (Full time, 30 hrs/wk) – 1000 Hours	50 Weeks	1500
Barbering (Part time, 20 hrs/wk) – 1000 Hours	75 Weeks	1500
Esthetician (Full time, 30 hrs/wk) - 600 Hours	30 Weeks	900
Esthetician (Part time, 20 hrs/wk) - 600 Hours	45 Weeks	900
Advanced Manicurist (Full time, 30 hrs/wk) - 600 Hours	30 Weeks	900
Advanced Manicurist (Part time, 20 hrs/wk) - 600 Hours	45 Weeks	900
Manicurist (Full time, 30 hrs/wk) - 400 Hours	20 Weeks	600
Manicurist (Part time, 20 hrs/wk) - 400 Hours	30 Weeks	600

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basic.

ACADEMIC PROGRESS EVALUATION

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (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 and practical grade average of 70%. Students must make up failed or missed tests and incomplete assignments.

GRADING SYSTEM

All programs consist of both a theoretical and practical component that will be evaluated periodically by the instructor using evaluation forms. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a C (70%) average to maintain satisfactory academic status. The following factors will be measured to determine academic progress: theory test grades and practical/clinic work. To determine whether you meet the academic requirements, the grades for theory test, practical/clinic performance is averaged together and converted to the grading scale as below:

GRADING SCALE

90-100%	**A**	Excellent
80-89%	**B**	Good
70-79%	**C**	Satisfactory
60-69%	**D**	Unsatisfactory
Below 60%	**F**	Failing

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 Determination 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. The institution will notify the student in writing of the evaluation, if the evaluation impacts the student's eligibility for financial aid

WARNING

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

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 making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress 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. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 15 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 on the designated form 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 student's 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 30 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.

NON CREDIT, 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. In the case transfer hours are accepted, SAP evaluation periods are based on actual hours at the school.

HEALTH AND PHYSICAL CONSIDERATIONS

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

VACINATION POLICY

As adult learners, student attending Santa Ana Beauty College are expected and assumed to be current with all required vaccinations. Santa Ana Beauty College does not require any information regarding vaccinations from prospective students to enroll.

SCHOOL ADMINISTRATION AND FACULTY

ADMINISTRATION

DianeNguyen	CEO/Director/Owner	Email: waimedical105@yahoo.com
Andrew Vo	CFO/SEVIS PDSO/Shareholder	Email: santaanabeautycollege@yahoo.com
Vicky Nguyen	Campus Coordinator	Email: sabcusa@yahoo.com
Hannah Vo	CEO Assistant	Email: sabcusa@yahoo.com
Leida Borroto	Financial Aid Officer (FAO)	Email: sbcfaleida@yahoo.com
Jannelle Lee	Admission Representative	Email: santaanabeautycollege@gmail.com
Anna Dinh	Placement Officer	Email: santaanabeautycollege@gmail.com
Dong Nguyen	Network Administrator	Email: santaanabeautycollege@gmail.com

FACULTY

Yuridia Vargas	Cosmetologist/Barbering Instructor Over 15 years of experience in Cosmetologist industry and Over 10 years of experience as Cosmetology Instructor and 2 years of Barbering Instructor.	COS license No KK 399024; BABER license No B99418
Maria Perez	Cosmetologist Instructor Over 20 years of experience in Cosmetology industry and 15 years teaching experience as Cosmetologist.	COS license No KK 211890.
Athena Nguyen	Cosmetologist/Barbering Instructor Over 10 years of experience in Esthetician industry and 7 years teaching experience as Esthetician Instructor	COS license No KK 512603; BABER license No B109715
Jennifer Nguyen	Manicurist Instructor Over 20 years of experience in Manicure, Pedicure and Cosmetology industry, 15 years teaching experience as Manicurist instructor	MAN license No M236184; COS license No KK 517208.

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (For Residence Students)

For each program, a period of attendance is a payment period. A payment period is one half of the program's clock hours, or one half of the academic year of 900 clock hours for programs longer than 900 hours. A program longer than 900 hours has a final payment period covering the remaining hours. Tuition is charged at the program's hourly rate for the horse in each period. The registration fee and the charge for book copies and supplies are charged in the first period of attendance.

Program	Period of Attendance	Clock Hours	Registration Fee	Tuition	Copy of Books and Supplies	STRF	Total for Period
Cosmetologist	1	1 to 450	$100	$3,150	$1,500	$0	$4,750
	2	451 to 900	$0	$3,150	$0	$0	$3,150
	3	901 to 1,000	$0	$700	$0	$0	700
	Entire Program	1,000					$8,600
Cosmetologist Transfer	1	1 to 200	$100	$1,400	$1,500	$0	$3,000
	2	201 to 400	$0	$1,400	$0	$0	$1,400
	Entire Program	400					$4,400
Esthetician	1	1 to 300	$100	$2,100	$900	$0	$3,100
	2	301 to 600	$0	$2,100	$0	$0	$2,100
	Entire Program	600					$5,200
Manicurist	1	1 to 200	$100	$900	$500	$0	$1,500
	2	201 to 400	$0	$900	$0	$0	$900
	Entire Program	400					$2,400
Advanced Manicurist	1	1 to 300	$100	$2,100	$900	$0	$3,100
	2	301 to 600	$0	$2,100	$0	$0	$2,100
	Entire Program	600					$5,200
Barbering	1	1 to 450	$100	$3,150	$1,500	$0	$4,750

	2	451 to 900	$0	$3,150	$0	$0	$3,150
	3	901 to 1,000	$0	$700	$0	$0	$700
	Entire Program	1,000					$8,600
Barbering Transfer	1	1 to 200	$100	$1,400	$1,500	$0	$3,000
	2	201 to 400	$0	$1,400	$0	$0	$1,400
	Entire Program	400					$4,400

Note that the price is subject to change. The total cost is the total charge for the entire educational program. The student is obligated to pay the Registration fee and STRF upon enrollment. Students may make payments as they go all or part of the tuition and fees before classes begin. The student is responsible for costs of transportation to and from school.

***STRF Fee:** Commencing with April 1, 2024, the Student Tuition Recovery Fund assessment rate is zero dollars ($0)
****Non-Refundable Fee**

METHOD OF PAYMENT

Students are expected to contribute toward payment of their education expenses from their own family resources. Payment plans are also available. In the event that a student makes any payment with a personal check and the check is returned due to insufficient funds, the students will be assessed a $35.00 processing fee. Accepted methods of payment include Title IV, cash, check, and credit card.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education 2535 Capitol Oaks Dr. Suite 400, Sacramento CA 95833, www.bppe.ca.gov, Tel: (916) 431 - 6959 or Fax: (916) 263-1897 or toll-free: (888) 370-7589.

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

EXTRA INSTRUCTIONAL CHARGES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. After the on time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week. Additional training time beyond this date will cost Cosmetologist student $7.00 per hour, Esthetician student $7.00 per hour, Manicurist student $4.50 per hour, Advanced Manicurist student $7.00 per hour, Barbering student $7.00 per hour needed. There will be no Financial Aid available for this period. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. Once all allowable absences have been exhausted, any additional training will be billed at the hourly tuition rate listed on the student's original contract, payable in advance weekly, until graduation. Students will not be allowed to clock in until applicable weekly payments are made, unless other arrangements have been approved by an Administrative Official.

JOB CLASSIFICATION

Base on the United States Department of Labor's Standard Occupational Classification (SOC) and the U.S Department of Education's Classification of Instructional Program (CIP), gainful employment from graduates of Santa Ana Beauty College can be classified at the Detail Occupation (Six-digit) level as following:

NO.	COURSE GRADUATED	JOB TITLES	Standard Occupation Classification(SOC)	Classificationof Instructional Program (CIP)
1	Manicurist	- Manicurist, Pedicurist, Nail Technician	39-5092	12.0410
2	Advanced-Manicurist	- Manicurist, Pedicurist, Nail Technician	39-5092	12.0410
3	Cosmetologist	- Cosmetologist, Hairstylist, Hairdresser - Manicurist, Pedicurist, Nail Technician - Makeup Artist - Shampooer - Skincare Specialist	39-5012 39-5092 39-5091 39-5093 39-5094	12.0401
4	Cosmetology -Transfer	- Cosmetologist, Hairstylist, Hairdresser - Manicurist, Pedicurist, Nail Technician - Makeup Artist - Shampooer - Skincare Specialist, Esthetician	39-5012 39-5092 39-5091 39-5093 39-5094	12.0401
5	Barber	- Barber - Shampooer	39-5011 39-5093	12.0402
6	Barber- Transfer	- Barber - Shampooer	39-5011 39-5093	12.0402
7	Esthetician	- Esthetician, Skincare Specialist	39-5094	12.0409

FEDERAL DISCLOSURE REQUIREMENTS

To help you make a good decision about whether to enroll in this institution. Our institution wants you to know that, according to its latest information:

Disclosure date 11-25-2019

Data for cohort year ending 11-30 2020

How Are Our Students Doing

	StudentRight-to-KnowRates	Men	Women	Total	Rates
	Initial cohort				
1	Allowable exclusions	69	274	343	--
1c		0	0	0	--
1e	Finalcohort	69	274	343	--
2a	Completers of < 2-yr programs	68	274	342	--
3a	Transfer-out-students	0	0	0	0
4	Completion or graduation ate	69	274	343	94.17 %
5	Transfer-out rate	0	0	0	0%
6	Placement rate				78.98%

Line 2a above (full time undergraduates) breaks down into this:

Ethnicity	Pell Recipients		Subsidized loan recipientswithoutPell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
American Indianor Alaska Native	0	0	0	0	0	0
Asian	51	192	0	0	0	0
Black or African American	0	1	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
Latinos	3	26	0	0	0	20
White	0	1	0	0	0	0
Two or More Races	0	0	0	0	0	0
Non-residence Alien	31	183	0	0	0	31

CAMPUS SECURITY ACT DISCLOSURE STATEMENT

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2022 thru 12/31/2024. PLEASENOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE..

Report Distribution Date: October 01, 2025

Occurrences REPORTED within the 2021 , 2022, and 2023 Calendar Years

Crimes Reported	**2022**	**2023**	**2024**	**Location: C=Campus N=Non-campus P=Public Area**	*** Hate Crime? (see note)**
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	C	0
(B) Negligent manslaughter	0	0	0	C	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	C	0
(B) Fondling	0	0	0	C	0
(C) Incest	0	0	0	C	0
(D) Statutory Rape	0	0	0	C	0
(iii) Robbery	0	0	0	C	0
(iv) Aggravated assault	0	0	0	C	0
(v) Burglary	0	0	0	C	0
(vi) Motor Vehicle Theft	0	0	0	C	0
(vii) Arson	0	0	0	C	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession..	0	0	0	C	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	C	0
Hate crimes: As listed under 34.CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	C	0
(B) Simple Assault	0	0	0	C	0
(C) Intimidation	0	0	0	C	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	C	0
(viii) Liquor law violations	0	0	0	C	0
New reporting as of 10/31/2022					
Incidents of sexual assault		0	0	C	0
Domestic Violence		0	0	C	0
Dating Violence		0	0	C	0
Stalking		0	0	C	0

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.

(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's

(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students.

4. Current policies concerning campus law enforcement are as follows:
   (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
   (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
   (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

   a. Do not leave personal property in classrooms.
   b. Report any suspicious persons to your institutional official.
   c. Always try to walk in groups outside the school premises.
   d. If you are waiting for a ride, wait within sight of other people.
   e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
   f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
   g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
   h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the Institution's policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the da te, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.

    A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).

    The institution does not have accessibility to professional counseling; mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.

    The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.

    The institutional disciplinary actions in reference to an alleged sex offence are as follows:

    (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and

    (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense

    (C) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offender's arrest at www.meganlaw.ca.gov

13. Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.

(A) There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.

- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

14. **Campus Law Enforcement Policies**: All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:

(A) A description of the law enforcement authority of the campus security personnel.

(B) A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

(C) A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

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

The institution does not maintain any special relationship with State and local police and does not have an

agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.
This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.
This institution does not provide on-campus housing. Therefore the following disclosures do not apply to this institution:
Fire safety (668.49)
Missing students (668.46(h))
Emergency notifications 668.46(g))
Hate crimes 668.46(c))

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.
Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's Financial Aid Officer	**Default to FAO** **Leida Borroto**
Title	Financial Aid Officer
School Name	Santa Ana Beauty College
Street address	1926 West 17th Street
City, State Zip	Santa Ana, CA 92706
Phone No.	(714) 835-0278

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education 400 Maryland Avenue SW. Room 3124, GSA Regional Office Bldg. #3 Washington, DC 20202-4571

The report must be made within 10 days after the conviction.
In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	Charter Hospital
Street Address	6060 Paramount Blvd.
City, State and Zip	Long Beach, CA 90805
Phone number	562-220-1000

Entity Name	Orange County- Alcohol & Drug Abuse Services
Street Address	1200 N. Main Street, Ste. 301
City, State and Zip	Santa Ana, CA 92701
Phone number	714-480-6660

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations.
This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.
THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS BIENNIALLY TO MAKE ANY NEEDED IMPROVEMENTS AND PROVIDE IT TO PROPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.

CONSTITUTION AND CITIZENSHIP DAY

Our institution holds a class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787 However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA)

Santa Ana Beauty College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek a written consent from the student before disseminating educational records to third parties.

FERPA gives parents or guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- ✓ Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- ✓ Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- ✓ Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department Compliance Office
600 Independence Avenue, SW
Washington, DC 202-4605

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

VOTER REGISTRATION

Santa Ana Beauty College actively encourages students to register to vote. Registering and voting are important aspects of your rights and responsibilities as an informed citizen. The following information is provided to assist you in registering to vote either in California or in your home state.

In order to vote, you must be a U.S. citizen and at least 18 years old at the time of the next election. As a college student you may register either in California using your college residential address or at home using your permanent home address. When completing your voter registration form please note that P.O. boxes are not permitted as your residential/home address.

California registration forms are available on-line at the following website and you can follow the instructions to register http://www.sos.ca.gov/elections/elections_vr.htm. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications. Forms are also available at Santa Ana Beauty College, post offices, libraries, city hall, or department of motor vehicle offices.

AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION PURPOSES

Santa Ana Beauty College is required to designate an employee or department to assist enrolled or prospective students in obtaining pertinent information related to academic programs, college policies and procedures, enrollment statistics, campus safety, and financial aid information. If SABC has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student during regular business working hours. If a department is designated, their combined work schedules have been arranged so that at least one employee is available, upon reasonable notice, throughout the normal during regular business working hours.

MISREPRESENTATION

Santa Ana Beauty College routinely reviews and updates information that it makes available to students, the public, and employees to ensure its accuracy and truthfulness. Any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates is subject to fines, limitations, suspensions, or the termination of its participation in Federal Student Aid programs.

Examples of misrepresentation of the educational program would include, among other things, false or misleading statements about the school's accreditation or the school's size, location, facilities, or equipment. Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges or as to whether a particular charge is a customary charge for that course at the school. Also, misrepresentation would include making any false or misleading statements about the employability of the school's graduates.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. SABC does not participate in direct loan programs. Financial aid is awarded to students who have need. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.
SABC does not participate in any state financial programs.

COMPLIANCE STATEMENT

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

FINANCIAL ASSISTANCE

Santa Ana Beauty College participates in federal and state financial aid programs. SABC is approved to offer the followings:

Federal Pell Grant A Federal Pell Grant does not have to be repaid.
The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

APPLICATION FOR AID, PROCEDURES AND FORM

Financial aid applications for this institution consist of the followings:
Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. The FAFSA may be filed on paper and delivered to the school or the student and parents may go to FAFSA on the Web (http://fafsa.ed.gov) Using FAFSA on the Web provides the student and/or parents the ability to use the IRS retrieval tool to obtain tax information from the IRS on completed taxes.
Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

FINANCIAL AID OFFICE

Santa Ana Beauty College Financial Aid office is located in the main office of the Education/Administration building on the college campus.
Office address is: 1926 West 17th St, Santa Ana, CA 92706
Phone Number: 714 835 0278 Fax Number: 714 835 0287
E-Mail Address: sbcfaleida@yahoo.com

COST OF ATTENDANCE

This institution uses the annual budgets published by the California Student Aid Commission. The estimated amount it will cost a student to go to school during an academic year of approximate 9 months is stated below.

Elements included in the budget: Tuition Actual Cost		Actual Cost Registration fee
Living cost allowance (monthly figures):	Books and Supplies Student Living With parents	Actual Cost Student Living Off campus
Room and Board	$4,347	$10,063
Transportation	$1,071	$1,206
Personal/misc.	$3,114	$2,853

VERIFICATION PROCESS

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Students selected by the Secretary of the U.S. Department of Education, will be required to verify the accuracy of family financial information and other data before any Title IV funds are disbursed. This process is required to be done as according to the Federal regulations 34 C.F.R Part 668, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C 1094 governing the Title IV programs require schools to be sure of certain applicant reported data. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL until completion of the verification process.

WHO MUST BE VERIFIED?

If a Pell Grant application is selected by the Central Processing System (CPS) for verification, an asterisk will appear by the EFC, and comments will appear on part one of the SAR and page one of the ISIR addressing the verification requirements. Even though schools have the authority to verify any applicant, SABC only verifies those applicants who are chosen by the federal processor or those who have conflicting information comments. It is the policy of SABC to verify all CPS selected applicants and all students who have conflicting information. All student financial aid records and documentation are confidential. Students who are selected for verification by the processor or by the Financial Aid Office in cases of conflicting information will be notified in writing and must submit supporting documentation which may include, but is not limited to:

- ✓ Proof of all income reported on the FAFSA (IRS Tax Return Transcripts, signed 1040, W-2, etc.)
- ✓ Non-filers must provide a W-2 form for each source of employment income in addition to a signed statement giving the sources and amounts of all income earned from work not on W-2's and certifying that the person has not filed and is not required to file a tax return (replacement W-2's can be requested from the employer who issued the original).
- ✓ Non-filers must also provide verification of non-filing from the IRS or a signed statement
- ✓ Completed and appropriately signed Verification Worksheet
- ✓ High School Completion, Identity, and Statement of Educational Purpose
- ✓ Number of Household Members, Number in College
- ✓ Other documentation may be required to verify discrepancies

VERIFICATION EXCLUSION

1. Death of the student.
2. Not an aid recipient.
3. The applicant is eligible to receive only unsubsidized student financial assistance.

4. Applicant verified by another school for the same Award Year
5. Post enrollment. The student was selected for verification after ceasing to be enrolled at this Institution and all (including late) disbursements were made.
6. Both of the parents are mentally in capacitated.
7. They are residing in a country other than the United States and can't be contacted by normal means.
8. They can't be located because the student does not have and cannot get their contact information.
9. The spouse has died.
10. He is mentally incapacitated.
11. He is residing in a country other than the United States and can't be contacted by normal means.
12. He can't be located because the student does not have and cannot get his contact information.

VERIFICATION TRACKING GROUP

Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1 - Standard Verification Group. Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college
- Students who are not tax filers must verify the following:
- Income earned from work
- Household size
- Number in college

V2 - Reserved for future use by the Department.

V3 - Reserved for future use by the Department.

V4 - Custom Verification Group. Students must verify high school completion status and identity/statement of educational purpose.

V5 - Aggregate Verification Group. Students must verify high school Completion status and identity/statement of educational purpose (SEP) in addition to the items in the Standard Verification Group.

V6 - Reserved for future use by the Department.

DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION

If the application was selected for verification—whether by your school or by the Department, student must submit the required documentation no later than June 15 of current academic award year or 120 days from the last day of attendance, whichever date comes earlier.
Failure to submit the required documentation within the specified time frame will result in the loss of eligibility for any Title IV awarded.
During the verification, if the data provided requires a recalculation of the EFC and the process results in a change to the EFC, a new ISIR will be generated. The changes in the Title IV award(s) will appear in a revised award letter.

The school will contact student to provide an update on their financial aid application to either request additional documentation needed to complete the verification process, or to inform the student of the changes made based on the completed verification process.

The student will be contacted to complete the Verification process. A student who's ISIR has been selected for Verification and has not provided the necessary documentation within the required time frame will not be able to receive Title IV funds, to cover institutional charges or living allowances, if any.

Each student is responsible to work with the Institution to clarify any items pending in the Verification process.

EMEGENCY PROCEDURE

In case of fire: Dial 911.

In the case of fire an announcement will be made by a staff member to evacuate the building immediately. Students will move quickly and safely to the nearest exit. Students working on patrons will guide their patron to the nearest exit with them.

- The receptionist or a staff member will call the fire department, dial 911.
- Instructors will direct students and patrons nearest from of the building to the front exits and assemble them in front of the building for roll call.
- Office personnel will exit through the nearest exit and assure that everyone has been evacuated.
- A designated staff member will obtain the daily sign in sheet and appointment book before exiting in order to take roll call after exciting to assure all students and patrons have been evacuated.
- If the fire is determined to 'be a small local fire, - use a nearby fire extinguisher to put the fire out, the fire department should still be called.
- After evacuation all students and patrons will assemble in front of the building in the parking lot, away from the building so roll call can be taken. The director will determine whether or not school will continue for the day.

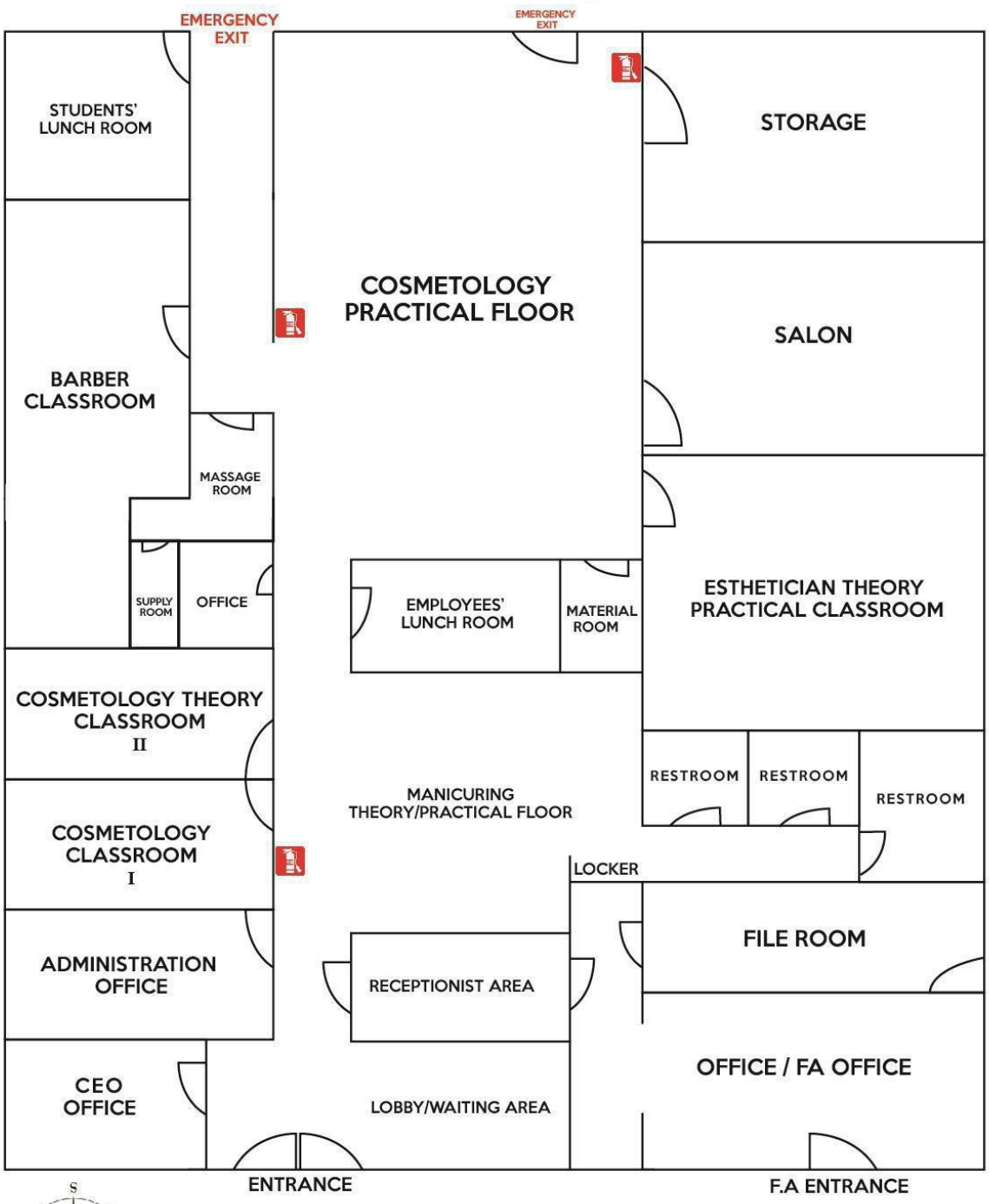
In case of an Earthquake:

If you are indoors, drop to the floor, Take cover under a sturdy desk, table or other furniture. Hold onto it and be prepared to move with it. Hold this position until the ground stops moving and it is safe to move. Stay clear of windows, heavy furniture and appliances. DO NOT RUN OUTSIDE. You may be injured by falling glass or debris.
If you are outside, get away from buildings and power lines; try to get to an open area.
Regularly scheduled fire and earthquake drills will take place in order to prepare students, staffs and patrons in emergency evacuation procedures.

LOCATION AND USE OF FIRE EXTINGUISHERS

There are three extinguishers locate in the front and back of school facility. One located right outside the Cosmetology room number 1, one locates next to the exit hallway and another locates in front of the storage room.

To Operate a Fire Extinguisher:
1. Pull the locking pin from the extinguisher handle.
2. Aim the extinguisher nozzle at the base of the fire.
3. Squeeze the lever or handle.
4. Sweep the spray from side to side at the base of the fire.


PARKING
EMERGENCY EXIT
EMERGENCY EXIT
STUDENTS' LUNCH ROOM
STORAGE
COSMETOLOGY PRACTICAL FLOOR
SALON
BARBER CLASSROOM
MASSAGE ROOM
SUPPLY ROOM
OFFICE
EMPLOYEES' LUNCH ROOM
MATERIAL ROOM
ESTHETICIAN THEORY PRACTICAL CLASSROOM
COSMETOLOGY THEORY CLASSROOM II
RESTROOM
RESTROOM
RESTROOM
MANICURING THEORY/PRACTICAL FLOOR
COSMETOLOGY CLASSROOM I
LOCKER
FILE ROOM
ADMINISTRATION OFFICE
RECEPTIONIST AREA
OFFICE / FA OFFICE
CEO OFFICE
LOBBY/WAITING AREA
ENTRANCE
F.A ENTRANCE
S
E
W
N
PARKING
SANTA ANA BEAUTY COLLEGE
1926 West 17th St, Santa Ana, CA 92706
17TH STREET

SABC's School Catalog is updated annually and reflects all information of the approved curricular programs of the school to provide students and other interested persons prior to enrollment

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that rules, regulations, and policies change from time to time and that these changes may alter the information contained in the school catalog.

Updated information about new and modified curricula, regulations, policies, procedures, dates, services and fees will be disseminated as addenda of the existing current catalog and will be part of the catalog's next publication date.

The school reserves the right to make changes to any policies and procedures at any time to comply with the laws, rules and regulations set forth by Bureau for Private Postsecondary Education (BPPE).

Catalog is effective from January 1st 2026 through December 31st 2026

SANTA ANA BEAUTY COLLEGE