



**JASMINE BEAUTY SCHOOL**

**5911 University Avenue, Suite 318-319**

**San Diego, CA 92115**

**(619) 269-5720**

**School Website: [www.jasminebeautyschool.com](http://www.jasminebeautyschool.com)**

Classes held at the following locations:

- |               |  |
|---------------|--|
| Main campus   | 5911 University Avenue; Suite 318-319<br>San Diego, CA 92115 |
| Branch campus | 5360 University Avenue<br>San Diego, CA 92105                |

**SCHOOL CATALOG**

**September 15, 2021- December 31, 2022**

# CATALOG DISCLOSURES

Publication date: September 15, 2021, revised March 25, 2022

Jasmine Beauty School is a private institution located at 5911 University Ave, Ste 318-319, San Diego, CA 92115.

This catalog is published in English for students seeking educational programs offered in the English language; students who enroll in the programs offered in Vietnamese are provided with a catalog published in the Vietnamese language. Students who seek to enroll in programs taught in Vietnamese will have all forms and documents provided in Vietnamese.

In this Catalog, the words "Student", "I", "me", and "my" means the person who has applied, has been accepted, and/or who is attending Jasmine Beauty School in one of the education programs described in this Catalog. The word "School" means Jasmine Beauty School.

This catalog is published to inform students and others of Jasmine Beauty School's academic programs, policies, calendar, tuition, fees, administration, and instructors. The information provided is current and accurate as of the date of publication. Jasmine Beauty School cannot assure that changes will not occur that will affect this information.

The information contained in this catalog was accurate at the time of publication. Following publication, any catalog information may change without notice, including without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, instructors, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program. New courses as well as course changes are included in this edition of the catalog.

Jasmine Beauty School reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

Jasmine Beauty School expects its students to read and understand the information published in this catalog and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

The combination of the school catalog and enrollment agreement represents a legal and binding document. All pages of this catalog are part of your contract with the school. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

The School Performance Fact Sheet is a required pre-enrollment disclosure per *California Private Postsecondary Education Act of 2009, Article 11, § 94910*. This regulation requires Jasmine Beauty School to provide a School Performance Fact sheet to each prospective student prior to enrollment. This fact sheet contains the following information: completion rates, placement rates, license examination passage rates, and salary or wage information. These rates are as calculated in compliance with the California Private Postsecondary Education Act. You are encouraged to review the School Performance Fact Sheet and ask any questions about these School performance metrics prior to signing the enrollment agreement.

Jasmine Beauty School makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical or mental disadvantage, or other factors, which cannot lawfully be the basis for an employment decision.

Jasmine Beauty School affirms its policy of administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, ethnic origin, creed or religion, sex or

sexual orientation, gender identity, genetic information, national origin, age, physical handicap, or any other characteristic.

Jasmine Beauty School does not recruit students attending another school offering the same courses of study.

Jasmine Beauty School is not authorized to participate in any state or federal financial aid programs.

#### California Bureau of Private Postsecondary Education Required Disclosures

The following statements are provided in compliance with California Private Postsecondary Education Act of 2009, Article 11, §94909 (3)(A-C),(11), and (15).

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education at Bureau for Private Postsecondary Education, P.O. Box 980818; West Sacramento, CA 95798-0818 (mailing address) or Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225; Sacramento, CA 95834 (physical address), [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 574-8900, fax (916) 263-1897.”

“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.”

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

Jasmine Beauty School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

#### “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Jasmine Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the clock hours or diploma you earn in Barbering, Cosmetology, Esthetician, Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours or diploma 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 Jasmine Beauty School to determine if your clock hours or diploma will transfer.”

#### Reservation of Rights

Jasmine Beauty School reserves the right to:

- Modify existing or new programs by addition, deletion, or variation
- Re-schedule or consolidate classes
- Change instructors by replacement or substitution

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# ABOUT JASMINE BEAUTY SCHOOL

Welcome to Jasmine Beauty School. We thank you for choosing us to assist you in obtaining your desired cosmetology training. Jasmine Beauty School strives to work with you, the students, in order that they may find success and fulfill their dream as a true professional in the cosmetology industry.

## Mission Statement

The mission of Jasmine Beauty School is to provide students with quality educational programs, and to provide appropriate instruction that will prepare them for employment in the Cosmetology arts and sciences, and/or other related fields. At the same time, we continually monitor the profession to be updated with the current trends, designs, and techniques required by employers.

## Educational Goals and Objectives

Our primary objectives at Jasmine Beauty School are:

1. Provide educational programs to those who are seeking a fulfilling career in the Cosmetology profession.
2. To teach Cosmetology related subjects including barber, hair and scalp treatments, manicuring, facials, styling, and all related theories.
3. To prepare our students to become successful in the Cosmetology industry by providing them with the necessary information and education to pass the California Board of Barbering and Cosmetology examinations for proper licensing.
4. To teach students certain aspects of Cosmetology professionalism and smart business practice.

## Non-Discrimination Statement

Jasmine Beauty School is a post-secondary educational institution that admits academically qualified students without regard to sex, age, race, national origin, or handicap and afford them all rights, privileges, programs, and other opportunities generally available to students. The School does not discriminate on the basis of sex, age, race, color, ethnic origin, religion, sexual orientation, national origin or handicap in admissions, employment services or access to its programs and activities.

## Accreditation

At the time of this publication, Jasmine Beauty School is not accredited by an accrediting agency recognized by the United States Department of Education.

Jasmine Beauty School is currently in candidate status for accreditation with the following accrediting agency:  
National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street  
Alexandria, VA 22314

[www.naccas.org](http://www.naccas.org)

Phone (703)600-7600, fax (703)379-2200

## Approvals

### *Bureau for Private Postsecondary Education*

Jasmine Beauty School is licensed by the Bureau of Private Post-Secondary Education (BPPE) and the California Department of Consumer Affairs (DCA).

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone (916) 574-8900, fax (916) 263-1897

### *Board of Barbering and Cosmetology*

Jasmine Beauty School is licensed by the Board of Barbering and Cosmetology ("Board"). The Board is responsible for approving schools of barbering, cosmetology, and electrology that offer courses within the Board's jurisdiction (barbering, cosmetology, electrology, esthetician, and manicuring). In order for a school to be approved by the Board, it must meet the Board's minimum curriculum requirements. Courses that are taught by non-Board-approved schools will not be

recognized by the Board, and any hours obtained taking these courses and any certificates received will not qualify you for a Board examination.

The student must complete the requirements of the State of California, Department of Consumer Affairs, and Board of Barbering and Cosmetology and successfully complete the State Board Examination to obtain licensure to provide services in the California.

Board of Barbering and Cosmetology  
 Phone number: (916) 323-9020.  
 Mailing address: P.O. Box 944226, Sacramento, CA 94244-2260.  
 Office street address: 400 R Street, Sacramento, CA 95814  
 Website: <https://www.barbercosmo.ca.gov/>

### Administrative Staff & Instructors

Jasmine Beauty School employs a well-trained and knowledgeable staff of administrators and instructors who are entrusted to fulfil the School’s mission. All instructors hold a professional license in the program(s) in which they teach.

#### Administrative Staff

|                              |                |
|------------------------------|----------------|
| Director & President/CFO/CEO | Mr. Hung Vi La |
| Chief Academic Officer       | Tina T. Le     |
| General Manager              | Minh Tam Kieu  |
| Academic & Accounting        | Sandy Le       |
| Admission                    | Hung La        |
| Receptionist                 | Nguyet Le      |

#### Instructors

| <b>Instructor Name</b> | <b>Program</b>                                | <b>Instructor Experience</b> | <b>Licenses</b>  |
|------------------------|---|------------------------------|--|
| Tina T. Le             | Head Cosmetology Instructor                   | 24 years                     | Cosmetologist, Barber, and Certified Massage Therapist |
| Adrian Hill            | Barbering Instructor                          | 2 years                      | Cosmetologist and Barber                               |
| YenMinh Le             | Barbering Instructor                          | 13 years                     | Cosmetologist and Barber                               |
| Cindy Wong             | Barbering Instructor                          | 13 years                     | Cosmetologist and Barber                               |
| Trung Duc Nguyen       | Head Manicurist Instructor                    | 11 years                     | Manicurist and Certified Massage Therapist             |
| Martha Vasquez         | Manicurist Instructor                         | 1 year                       | Manicurist   |
| Thi Hang Ha Mai        | Manicurist Instructor                         |                              | Manicurist   |
| Heidy Sassady          | Head Esthetician Instructor                   | 2 years                      | Cosmetology  |
| Christina Nguyen       | Esthetician Instructor                        | 2 years                      | Cosmetologist  |
| Alina Pham             | Microblading Instructor/Substitute instructor | 1 year                       | Esthetics  |

### Calendar & Emergency Closures

The school is closed every Saturday and Sunday and on the following Holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holidays of religious beliefs are respected and allowed. They are part of the additional time given students on their enrollment contracts. In the case the school must close for an emergency or unexpected reason, students.

## Class Schedule & Enrollment

Day Classes are held Monday through Friday:

| CLASS SCHEDULE: |           | FULL TIME              |                        | PART TIME              |                        |
|-----------------|-----------|------------------------|------------------------|------------------------|------------------------|
|                 |           | All other programs     | Manicuring programs    | All other programs     | Manicuring programs    |
| Hours per week  | Sunday    | No classes             | No classes             | No classes             | No classes             |
|                 | Monday    | 8:30 a.m. to 5:00 p.m. | 9:30 a.m. to 6:00 p.m. | 8:30 a.m. to 3:00 p.m. | 9:30 a.m. to 4:00 p.m. |
|                 | Tuesday   | 8:30 a.m. to 5:00 p.m. | 9:30 a.m. to 6:00 p.m. | 8:30 a.m. to 3:00 p.m. | 9:30 a.m. to 4:00 p.m. |
|                 | Wednesday | 8:30 a.m. to 5:00 p.m. | 7:30 a.m. to 3:00 p.m. | 8:30 a.m. to 3:00 p.m. | 7:30 a.m. to 1:00 p.m. |
|                 | Thursday  | 8:30 a.m. to 5:00 p.m. | 7:30 a.m. to 3:00 p.m. | 8:30 a.m. to 3:00 p.m. | 7:30 a.m. to 1:00 p.m. |
|                 | Friday    | 8:30 a.m. to 5:00 p.m. | 7:30 a.m. to 3:00 p.m. | 8:30 a.m. to 3:00 p.m. | 7:30 a.m. to 1:00 p.m. |
|                 | Saturday  | No classes             | No classes             | No classes             | No classes             |

Day Classes begin every Monday. Enrollment activities should be completed the week prior to the desired start date. Students who enroll and complete the necessary paperwork early will receive priority for enrollment in the event their desired class is filled.

### Night classes

Night classes are not offered at this time. When offered, Night Classes are held Monday through Friday, 4:30 p.m. to 9:30 p.m., and Sunday 9:00 a.m. to 5:30 p.m.

### Instructional Facilities

Jasmine Beauty School occupies about 3,968 square feet, which is divided into reception area, theory and practical classrooms, clinic, student lounge, library and office, and restrooms. The school is located at 5911 University Avenue, Suite 318-319, San Diego, CA 92115. Manicuring tables and stools, dryers, mannequins, mirrored stations, and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV and DVD equipment, and visual aids which are for the use of students. A kit consisting of all equipment necessary to complete the course is to be purchased by the students.

The branch campus is located at 5360 University Avenue, San Diego, CA 92105. Students may be required to take coursework at the branch, which is less than one mile from the main campus.

### Instructor: Student Ratio

In class Instruction has an Instructor to Student ratio of 1:25.

### Libraries and Other Learning Resources

The library will hold copies of approved books textbooks and studying materials for temporary lease by the students. Students who borrow textbooks must sign in and return them to the library the next day. Educational classroom equipment consists of TV and VCR equipment, computers, visual aids, teaching machine and tape records, which are for the use of students. For students who do not receive classroom instruction due to various legitimate reasons such as illness, or leave of absence, and computer file will be saved for each lesson taught. Each file will also be printed out on paper. Students can access those files upon request to the school Administrator. We will also provide internet access to students who wish to perform additional research on-line on the subject matter that they are learning. Resume assistance tool will be available to graduates who wish to take advantage of it.

Prospective enrollees are encouraged to visit the physical facility of the school prior to enrolling or signing enrollment agreements.

### Ownership

Jasmine Beauty School is owned by Hung Vi La who can be reached at 5911 University Avenue, Suite 318-319 San Diego, CA 92115.

## About the Cosmetology & Massage Therapy Professions

### Physical Demands and Safety Requirements of the Jasmine Beauty School Programs

The professional in the Cosmetology and Massage Therapy fields must be in good physical health for he/she will be working in direct contact with customers. In most aspects of the Cosmetology and Massage Therapy fields, there is a great deal of standing, walking, bending, and repetitive hand motions. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. The professional must also be aware of the many chemicals he/she will be in direct contact on a daily basis. Wearing protective gloves and appropriate clothing is necessary. Knowledge of and proper handling of hazardous materials is a must. Please be aware of any allergies you may have with chemicals and/or latex before entering into the fields of Cosmetology and Massage Therapy.

### Licensure requirement for Cosmetology, Barber, Esthetician, and Manicurist Programs

The California Board of Barbering & Cosmetology (BBC) regulates the individuals who provide barbering, cosmetology, and electrology services and the establishments in which the services are performed.

The Jasmine Beauty School programs meet or exceed the BBC requirements, which are as follows: Cosmetologist = 1000 hours, Barber = 1000 hours, Esthetician = 600 hours, and Manicurist = 400 hours.

Following completion of the formal training, you need to pass the written and practical examination and be issued a license to perform barbering and cosmetology services for a fee. No one is allowed entry to the examination until they have completed all the required hours for their field of study. The Board does not require continuing education credits to maintain a license.

### Information Regarding the Written and Practical Examinations

The examination consists of only a written exam. All candidates take the National Interstate Council of Board of Cosmetology (NIC) written examination. Candidates can schedule to take the written examination at one of PSI's (computer-based written exam vendor) 15+ testing sites.

The exams are available in English, Korean, Spanish, and Vietnamese. Please note: the examinations are translated into the most universal or neutral version of each language to be acceptable to the widest possible audience. If a candidate cannot read, speak, or write in English at a 10th grade-level and the examination is not available in their native language, the candidate may request approval to use an interpreter for the examination. Please refer to Interpreter or Interpreter/Model instructions at: [https://www.barbercosmo.ca.gov/forms\\_pubs/forms/interpreter.pdf](https://www.barbercosmo.ca.gov/forms_pubs/forms/interpreter.pdf)

The written examinations, excluding barbers, have 100 questions and candidates are allowed 120 minutes to complete; the barber written examination has 50 questions and candidates are allowed 90 minutes to complete. Note: The written examinations for all license types may contain 10 additional pretest items. These items are placed randomly throughout the examination and will not count towards or against the candidate's score.

More information may be found at the California Board of Barbering & Cosmetology website, <https://www.barbercosmo.ca.gov/>

### Practice Requirements for Massage Therapy

As of August 2021, California does not require state licensing for massage therapists; however, they do have voluntary certification for massage professionals who meet the standards of the California Massage Therapy Council (CAMTC). Certification by the CAMTC is not required by the state but may be required by individual cities or counties for massage therapists practicing there. Only certified massage therapists who are certified by the California Massage Therapy Council may use the CMT designation.



## Program List, with CIP, SOC, and O Net Codes

Jasmine Beauty School is currently approved to conduct the following courses in both English and Vietnamese.

| Course                | Clock Hours | Months | Weeks  | Award   |
|-----------------------|-------------|--------|--------|---------|
| Advanced Barbering    | 1500        | 10     | 38     | Diploma |
| Barbering             | 1000        | 6      | 25     | Diploma |
| Advanced Cosmetology  | 1500        | 10     | 38     | Diploma |
| Cosmetology           | 1000        | 6      | 25     | Diploma |
| Esthetician           | 600         | 4      | 15     | Diploma |
| Manicuring            | 400         | 3      | 12     | Diploma |
| Manicuring 102        | 600         | 4      | 15     | Diploma |
| Massage Therapy       | 700         | 5      | 18     | Diploma |
| Cosmetology Crossover | 300         | 2.5    | 10     | Diploma |
| Barbering Crossover   | 200         | 2      | 8      | Diploma |
| Microblading          | 24          | 3 days | 3 days | Diploma |

| Course                              | CIP     | SOC     | O NET      | Occupations                                   |
|-------------------------------------|---------|---------|------------|---|
| Advanced Cosmetology<br>Cosmetology | 12.0401 | 39-5012 | 39-5012.00 | Hairdressers, Hairstylists and Cosmetologists |
| Advanced Barbering<br>Barbering     | 12.0402 | 39-5011 | 39-5011.00 | Barbers                                       |
| Esthetician                         | 12.0409 | 39-5094 | 39-5094.00 | Skin Care Specialists                         |
| Manicuring<br>Manicuring 102        | 12.0410 | 39-5092 | 39-5092.00 | Manicurists and Pedicurists                   |
| Massage Therapy                     | 51.3501 | 31-9011 | 31-9011.00 | Massage Therapists                            |
| Microblading                        | 12.0411 | 39-9099 | 39-9099.00 | Microblading Specialist                       |

**CIP Codes:** U.S. Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the U.S. Department of Labor/Employment and Training Administration's Occupational Information network. For more information on CIP codes, please visit <https://nces.ed.gov/pubs2002/cip2000/index.asp>.

**SOC Codes:** The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes, please visit [https://www.bls.gov/soc/2018/major\\_groups.htm](https://www.bls.gov/soc/2018/major_groups.htm).

**O NET:** The O NET program is the nation's primary source of occupational information. Central to the project is the O NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O NET provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O NET, please visit <https://www.onetcodeconnector.org/find/family/title#39>.

California statute requires that a student who successfully completes a course of study will be awarded an appropriate diploma or certificate verifying their completion of such course.

# ACADEMIC PROGRAMS

## Advanced Cosmetology

### Program Description

The term cosmetology refers to the professional practice of beautifying the face, hair and skin. A cosmetologist differs from an esthetician in that cosmetologists can perform beauty procedures pertaining to the hair, skin, and nails. After finishing the course, you will be familiar with most beauty procedures. The course covers subjects such as hair styling, coloring, cutting, health and safety considerations, anatomy, sanitation and safety, various facials, eyebrow beautification, nail treatments, and salon management – among others.

- 1,500 clock hours of instruction
- 38-60 weeks
- Diploma awarded upon successful completion

The program is designed to prepare students for employment as Board of Barber and Cosmetology licensed cosmetologists. SOC Code 39-5012-(Cosmetology).

### Performance Objective

- Acquire knowledge of laws and rules regulating California's cosmetology establishments' practices
- Acquire knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory
- Acquire business management techniques common to cosmetology

### Skills to Be Developed

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

### Attitudes and Appreciations to Be Developed

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

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours. Selected theory work may be offered via distance learning which takes place in real time via Zoom or similar classroom platform on computers, tablets, and smartphones.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

## Curriculum

The curriculum for students enrolled in a cosmetologist course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act, as outlined below.

| Instructional Areas  | DISTANCE EDUCATION/TECHNICAL CLOCK HOURS | PRACTICAL CLOCK HOURS | PRACTICAL OPERATIONS ACTIVITIES |
|--|--|-----------------------|---------------------------------|
| HEALTH AND SAFETY CONSIDERATIONS: Shall include training 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<br>BOARD APPROVED HEALTH & SAFETY COURSE (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness  | 90                                       | 10                    | 10                              |
| DISINFECTION AND SANITATION: Shall include the following procedures: 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 procedures will be emphasized throughout the entire training period and will be performed before the use of all instruments and equipment   | 90                                       | 10                    | 10                              |
| HAIRSTYLING: Shall include but not limited to arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting. Include the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting  | 85                                       | 310                   | 310                             |
| CHEMICAL HAIR SERVICES: Shall include but not limited to coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers   | 85                                       | 320                   | 160                             |
| SKIN CARE: Shall include, but is not limited to the following techniques and procedures: 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                                       | 200                   | 200                             |
| HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION: Shall include, but is not limited to the following techniques and procedures: 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 | 20                                       | 60                    | 60                              |
| MANICURE AND PEDICURE: Shall include training on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs  | 35                                       | 110                   | 135                             |
| SALON MANAGEMENT, BUSINESS ETHICS  | 25                                       | 0                     | n/a                             |
| Total hours for each instructional method  | 480                                      | 1020                  | 0                               |
| <b>Total hours for the Advanced Cosmetology Diploma Program</b>  | 1,500 total clock hours                  |                       |                                 |

## Distance Learning

Please see the [Hybrid Distance Learning](#) section of this catalog for additional information on the availability of hybrid distance learning in the Cosmetology program.

## Grading Procedure:

- Theory classes will be measured by having exams for the subject taught for the week. Students can take the examinations online
- Practical classes will be measured by having students perform the service during a live class. Instructor will be able to evaluate, guide, and correct the students if needed.

### Progress Policy

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

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a "C" (70%)(2.0) cumulative grade point average;
2. Completed all the required coursework of Jasmine Beauty School and the California Board of Barbering & Cosmetology for **Cosmetology**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Upon graduation, students are assisted in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology examination.

### Licensing Requirements

To obtain a California Board of Barbering and Cosmetology license, applicants must:

- (1) Be 17 years of age or older;
- (2) Have completed the 10<sup>th</sup> grade in a public school or its equivalent;
- (3) Successful completion and graduation from the cosmetology program, as described above;
- (4) Pass the state licensing exam with an overall average of 75%; and
- (5) Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

### Grounds For Denial Of A License

California Board of Barbering and Cosmetology may deny a license to an applicant under the Business And Professions Code, Division 1.5. Denial, Suspension and Revocation of Licenses 480. In summary, if an applicant has been convicted of a crime within the preceding seven years of the date of application that is substantially related to the license the applicant is seeking and/or the applicant has been subject to formal discipline by a licensing board action that is substantially related to the license the applicant is seeking, the Board may deny a license.

It is the student's responsibility to inquire with the California Board of Barbering and Cosmetology if they meet either scenario above. The Board reviews and evaluates license applications from candidates who have been convicted of a crime on a case-by-case basis.

### Graduate Employment Opportunities

Graduates of this program are prepared for entry level positions with titles such as: Cosmetologist, Hair Stylist, Hairdresser, Manicurist, Colorist, and others, in salons, spas or cosmetology service facilities in vacation resorts, cruise ships, airport spas, or country clubs.

## **Cosmetology**

### Program Description

The term cosmetology refers to the professional practice of beautifying the face, hair and skin. A cosmetologist differs from an esthetician in that cosmetologists can perform beauty procedures pertaining to the hair, skin, and nails. After finishing the course, you will be familiar with most beauty procedures. The course covers subjects such as hair styling, coloring, cutting, health and safety considerations, anatomy, sanitation and safety, various facials, eyebrow beautification, nail treatments, and salon management – among others.

- 1,000 clock hours of instruction
- 25-40 weeks
- Diploma awarded upon successful completion

The program is designed to prepare students for employment as Board of Barber and Cosmetology licensed cosmetologists. SOC Code 39-5012-(Cosmetology).

### Performance Objective

- Acquire knowledge of laws and rules regulating California’s cosmetology establishments’ practices
- Acquire knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory
- Acquire business management techniques common to cosmetology

### Skills to Be Developed

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

### Attitudes and Appreciations to Be Developed

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

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours. Selected theory work may be offered via distance learning which takes place in real time via Zoom or similar classroom platform on computers, tablets, and smartphones.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

### Curriculum

The curriculum for students enrolled in a cosmetologist course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act, as outlined below.

| Instructional Areas   | TECHNICAL<br>CLOCK HOURS | PRACTICAL<br>CLOCK HOURS | PRACTICAL<br>OPERATIONS<br>ACTIVITIES | DISTANCE<br>EDUCATION |
|---|--------------------------|--------------------------|---------------------------------------|-----------------------|
| HEALTH AND SAFETY CONSIDERATIONS: Shall include training 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<br>BOARD APPROVED HEALTH & SAFETY COURSE (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness | 62                       | 10                       | 10                                    | 28                    |
| DISINFECTION AND SANITATION: Shall include the following procedures: 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 procedures will be emphasized throughout the entire training period and will be performed before the use of all instruments and equipment  | 62                       | 10                       | 10                                    | 28                    |
| HAIRSTYLING: Shall include but not limited to arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting. Include the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting   | 29                       | 160                      | 160                                   | 31                    |

|  |                                |     |     |     |
|--|--------------------------------|-----|-----|-----|
| CHEMICAL HAIR SERVICES: Shall include but not limited to coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers   | 58                             | 170 | 85  | 27  |
| SKIN CARE: Shall include, but is not limited to the following techniques and procedures: 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  | 34                             | 100 | 100 | 16  |
| HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION: Shall include, but is not limited to the following techniques and procedures: 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 | 14                             | 30  | 30  | 6   |
| MANICURE AND PEDICURE: Shall include training on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs  | 24                             | 65  | 65  | 11  |
| SALON MANAGEMENT, BUSINESS ETHICS  | 17                             | 0   | n/a | 8   |
| Total hours for each instructional method  | 300                            | 545 | 0   | 155 |
| <b>Total hours for the Cosmetology Diploma Program</b>   | <b>1,000 total clock hours</b> |     |     |     |

#### Distance Learning

Please see the [Hybrid Distance Learning](#) section of this catalog for additional information on the availability of hybrid distance learning in the Cosmetology program.

#### Grading Procedure:

- Theory classes will be measured by having exams for the subject taught for the week. Students can take the examinations online
- Practical classes will be measured by having students perform the service during a live class. Instructor will be able to evaluate, guide, and correct the students if needed.

#### Progress Policy

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

#### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a "C" (70%)(2.0) cumulative grade point average;
2. Completed all the required coursework of Jasmine Beauty School and the California Board of Barbering & Cosmetology for **Cosmetology**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Upon graduation, students are assisted in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology examination.

#### Licensing Requirements

To obtain a California Board of Barbering and Cosmetology license, applicants must:

- (1) Be 17 years of age or older;
- (2) Have completed the 10<sup>th</sup> grade in a public school or its equivalent;
- (3) Successful completion and graduation from the cosmetology program, as described above;
- (4) Pass the state licensing exam with an overall average of 75%; and
- (5) Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

### Grounds For Denial Of A License

California Board of Barbering and Cosmetology may deny a license to an applicant under the Business And Professions Code, Division 1.5. Denial, Suspension and Revocation of Licenses 480. In summary, if an applicant has been convicted of a crime within the preceding seven years of the date of application that is substantially related to the license the applicant is seeking and/or the applicant has been subject to formal discipline by a licensing board action that is substantially related to the license the applicant is seeking, the Board may deny a license.

It is the student's responsibility to inquire with the California Board of Barbering and Cosmetology if they meet either scenario above. The Board reviews and evaluates license applications from candidates who have been convicted of a crime on a case-by-case basis.

### Graduate Employment Opportunities

Graduates of this program are prepared for entry level positions with titles such as: Cosmetologist, Hair Stylist, Hairdresser, Manicurist, Colorist, and others, in salons, spas or cosmetology service facilities in vacation resorts, cruise ships, airport spas, or country clubs.

## **Advanced Barbering**

### Program Description

This course will teach you how to cut, color and shave hair. You will learn various hair cutting techniques and styles, and the best way to do them. It's one of our longer programs because it'll also cover the basics of owning a business – like pricing, business management, etc. If you're new to the beauty industry, learning the basics is essential.

The Advanced Barbering 1500 curriculum includes hair styling (hair analysis, shampooing, curling etc.), permanent waving and chemical straightening, hair coloring and bleaching, hair cutting, shaving (preparation, assessing skin, shaving, aftershave application, massaging), professionalism, laws, health considerations, anatomy, and sanitation.

- 1,500 clock hours of instruction
- 40 – 97 weeks
- Diploma awarded upon successful completion

### Performance Objective

The objective of the Advanced Barbering 1500 program is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the profession, and to qualify and equip the student to pass the California Board of Barbering and Cosmetology licensing examination. After the graduate has successfully passed his/her state examination, they are qualified to work as a licensed barber in any licensed facility in the state of California.

### Skills to Be Developed

The Advanced Barbering 1500 program trains the students to properly shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and prepares the students for licensure as professional barbers at various levels.

### Attitudes and Appreciations to Be Developed

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

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination.

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

- 
- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.

- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

### Curriculum

The curriculum for students enrolled in the Advanced Barbering 1500 program shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices of Barbering.

| Instructional Areas  | DISTANCE<br>EDUCATION/TECHNI<br>CAL CLOCK HOURS | PRACTICAL<br>CLOCK HOURS | PRACTICAL<br>OPERATIONS<br>ACTIVITIES |
|--|---|--------------------------|---------------------------------------|
| Laws and Regulations   | 20  | 0                        | n/a                                   |
| HEALTH AND SAFETY CONSIDERATIONS: Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing diseases including HIV/AIDS and Hepatitis   | 90  | 0                        | n/a                                   |
| DISINFECTION AND SANITATION: Shall include the following procedures: 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 procedures will be emphasized throughout the entire training period and will be performed before the use of all instruments and equipment | 50  | 0                        | n/a                                   |
| ANATOMY AND PHYSIOLOGY: Shall include but not limited to the studies of Human Anatomy, and Human Physiology  | 20  | 0                        | n/a                                   |
| Board Approved Health & Safety Course  | 15  | 10                       | 10                                    |
| HAIRSTYLING: Shall include but not limited to hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, hot curling irons and blow styling  | 65  | 280                      | 280                                   |
| PERMANENT WAVING AND CHEMICAL STRAIGHTENING: Shall include but not limited to, hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions   | 40  | 345                      | 115                                   |
| HAIR COLORING AND BLEACHING: Shall include but not limited to hair analysis, predisposition strand testing, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers. Types of color will include the use of permanent, semi-permanent, demi-permanent, and temporary colors   | 60  | 180                      | 60                                    |
| HAIR CUTTING: Shall include but not limited to the following techniques and procedures: The use of scissors, razor (shaper), electrical clippers/trimmers, and thinning shears (tapering) for wet and dry cutting  | 20  | 160                      | 160                                   |
| SHAVING PREPARATION AND PERFORMANCE: Shall include but not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.  | 100   | 30                       | 55                                    |
| PROFESSIONALISM: Shall include but not limited to the salon business and what to expect. Opening salon business yourself. Managing your clients and building a client base. Seeking Employment – Preparing students for licensure and employment. Job resume preparation   | 10  | 5                        | 5                                     |
| <b>Total hours for each instructional method</b>   | <b>490</b>                                      | <b>1,010</b>             | <b>0</b>                              |
| <b>Total hours for the Advanced Barbering 1500 Diploma Program</b>   | <b>1,500 total clock hours</b>                  |                          |                                       |

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:



1. Maintain at least a “C” (70%)(2.0) cumulative grade point average;
2. Completed all the required coursework required Jasmine Beauty School and the California Board of Barbering & Cosmetology for **Barbering**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Upon graduation, students are assisted in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology examination.

### Licensing Requirements

To obtain a California Board of Barbering and Cosmetology license, applicants must:

- (1) Be 17 years of age or older;
- (2) Have completed the 10<sup>th</sup> grade in a public school or its equivalent;
- (3) Successful completion and graduation from the Barbering program, as described above;
- (4) Pass the state licensing exam with an overall average of 75%; and
- (5) Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

### Grounds For Denial Of A License

California Board of Barbering and Cosmetology may deny a license to an applicant under the Business And Professions Code, Division 1.5. Denial, Suspension and Revocation of Licenses 480. In summary, if an applicant has been convicted of a crime within the preceding seven years of the date of application that is substantially related to the license the applicant is seeking and/or the applicant has been subject to formal discipline by a licensing board action that is substantially related to the license the applicant is seeking, the Board may deny a license.

It is the student’s responsibility to inquire with the California Board of Barbering and Cosmetology if they meet either scenario above. The Board reviews and evaluates license applications from candidates who have been convicted of a crime on a case-by-case basis.

### Graduate Opportunities

Graduates of this course are prepared for entry level positions as a barber in barber shops, salons, vacation resorts, cruise ships, airport spas, or country clubs.

## **Barbering**

### Program Description

This course will teach you how to cut, color and shave hair. You will learn various hair cutting techniques and styles, and the best way to do them. It’s one of our longer programs because it’ll also cover the basics of owning a business – like pricing, business management, etc. If you’re new to the beauty industry, learning the basics is essential.

The course curriculum includes hair styling (hair analysis, shampooing, curling etc.), permanent waving and chemical straightening, hair coloring and bleaching, hair cutting, shaving (preparation, assessing skin, shaving, aftershave application, massaging), professionalism, laws, health considerations, anatomy, and sanitation.

- 1,000 clock hours of instruction
- 25 – 40 weeks
- Diploma awarded upon successful completion

### Performance Objective

The objective of the Barbering 1000 course is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the profession, and to qualify and equip the student to pass the California Board of Barbering and Cosmetology licensing examination. After the graduate has successfully passed his/her state examination, they are qualified to work as a licensed barber in any licensed facility in the state of California.

### Skills to Be Developed

The Barbering program trains the students to properly shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and prepares the students for licensure as professional barbers at various levels.

Attitudes and Appreciations to Be Developed

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

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination.

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

Curriculum

The curriculum for students enrolled in a Barbering 1000 course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices of Barbering.

| Instructional Areas   | TECHNICAL CLOCK HOURS          | PRACTICAL CLOCK HOURS | PRACTICAL OPERATIONS ACTIVITIES |
|---|--------------------------------|-----------------------|---------------------------------|
| HEALTH AND SAFETY CONSIDERATIONS: Shall include training 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<br>BOARD APPROVED HEALTH & SAFETY COURSE (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness | 90                             | 10                    | 10                              |
| DISINFECTION AND SANITATION: Shall include the following procedures: 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 procedures will be emphasized throughout the entire training period and will be performed before the use of all instruments and equipment  | 90                             | 10                    | 10                              |
| HAIRSTYLING: Shall include but not limited to arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting. Include the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting   | 85                             | 220                   | 220                             |
| CHEMICAL HAIR SERVICES: Shall include but not limited to coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers  | 85                             | 210                   | 105                             |
| SHAVING AND TRIMMING OF THE BEARD: Shall include but not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, and rolling cream massages.  | 100                            | 100                   | 150                             |
| <b>Total hours for each instructional method</b>  | <b>450</b>                     | <b>550</b>            | <b>0</b>                        |
| <b>Total hours for the Barbering 1000 Diploma Program</b>   | <b>1,000 total clock hours</b> |                       |                                 |

### Distance Learning

Please see the [Hybrid Distance Learning](#) section of this catalog for additional information on the availability of hybrid distance learning in the Cosmetology program.

### Grading Procedure:

- Theory classes will be measured by having exams for the subject taught for the week. Students can take the examinations online
- Practical classes will be measured by having students perform the service during a live class. Instructor will be able to evaluate, guide, and correct the students if needed.

### Progress Policy

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

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a "C" (70%)(2.0) cumulative grade point average
2. Completed all the required coursework required Jasmine Beauty School and the California Board of Barbering & Cosmetology for **Barbering**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Upon graduation, students are assisted in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology examination.

### Licensing Requirements

To obtain a California Board of Barbering and Cosmetology license, applicants must:

- (1) Be 17 years of age or older;
- (2) Have completed the 10<sup>th</sup> grade in a public school or its equivalent;
- (3) Successful completion and graduation from the Barbering program, as described above;
- (4) Pass the state licensing exam with an overall average of 75%; and
- (5) Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

### Grounds For Denial Of A License

California Board of Barbering and Cosmetology may deny a license to an applicant under the Business And Professions Code, Division 1.5. Denial, Suspension and Revocation of Licenses 480. In summary, if an applicant has been convicted of a crime within the preceding seven years of the date of application that is substantially related to the license the applicant is seeking and/or the applicant has been subject to formal discipline by a licensing board action that is substantially related to the license the applicant is seeking, the Board may deny a license.

It is the student's responsibility to inquire with the California Board of Barbering and Cosmetology if they meet either scenario above. The Board reviews and evaluates license applications from candidates who have been convicted of a crime on a case-by-case basis.

### Graduate Opportunities

Graduates of this course are prepared for entry level positions as a barber in barber shops, salons, vacation resorts, cruise ships, airport spas, or country clubs.

## Esthetician

### Program Description

The profession is an important one as estheticians work in the skincare area and can specialize in skin treatments and hair removal methods that others (makeup artists, cosmetologists, etc.) are not permitted to practice. The course is a very interesting one and will train you on how to perform procedures in a professional manner. It does not include business basics.

The esthetician course will cover subjects such as preparation, facials, eyebrows, laws and regulations, health and safety, sanitation, anatomy and physiology, makeup, and some others. Since you will be learning how to perform advanced hair removal and skincare treatments, the focus will be heavily on health and safety and other regulations to ensure you are in compliance with U.S. laws.

- 600 clock hours of instruction
- 15-38 weeks of instruction (full time/part time)
- Diploma awarded upon successful completion

### Performance Objective

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

### Skills to Be Developed

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

### Attitudes and Appreciations to Be Developed

Be able to appreciate good workmanship common to Esthetic, 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

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours. Selected theory work may be offered via distance learning which takes place in real time via Zoom or similar classroom platform on computers, tablets, and smartphones. Please see the [Hybrid Distance Learning](#) section of this catalog for additional information on the availability of hybrid distance learning.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

## Curriculum

The curriculum for students enrolled in the Esthetician program shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practical aspects of Skin Care, pursuant to Section 7354 of the Cosmetology Act, as outlined below.

| Instructional Areas:  | TECHNICAL<br>CLOCK HOURS | PRACTICAL<br>CLOCK HOURS | PRACTICAL<br>OPERATIONS<br>ACTIVITIES |
|---|--------------------------|--------------------------|---------------------------------------|
| ANATOMY AND PHYSIOLOGY: Shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.  | 20                       | 0                        | N/A                                   |
| EYEBROW BEAUTIFICATION: Shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories   | 25                       | 50                       | 50                                    |
| MAKE-UP: Shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.   | 20                       | 45                       | 40                                    |
| PREPARATION: Shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills  | 15                       | 0                        | N/A                                   |
| MANUAL, ELECTRICAL AND CHEMICAL FACIALS: Shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. | 70                       | 172.5                    | 150                                   |
| HEALTH AND SAFETY CONSIDERATIONS: 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.   | 100                      | 0                        | N/A                                   |
| DISINFECTION & 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. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.  | 40                       | 0                        | N/A                                   |
| LAWS AND REGULATIONS: Shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.  | 20                       | 0                        | N/A                                   |
| BOARD APPROVED HEALTH & SAFETY COURSE   | 15                       | 7.5                      | 10                                    |
| TOTAL TECHNICAL INSTRUCTION (THEORY) CLOCK HOURS  | 325                      | 0                        | 0                                     |
| Total hours for each instructional method   | 325                      | 275                      | 0                                     |
| <b>Total hours for the Esthetics Diploma Program</b>  | <b>600 total hours</b>   |                          |                                       |

## Progress Policy

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

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a "C" (70%)(2.0) cumulative grade point average
2. Completed all the required coursework of Jasmine Beauty School and the California Board of Barbering & Cosmetology for **Esthetics**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Upon graduation, students are assisted in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology examination.

### Licensing Requirements

To obtain a California Board of Barbering and Cosmetology license, applicants must:

- (1) Be 17 years of age or older;
- (2) Have completed the 10<sup>th</sup> grade in a public school or its equivalent;
- (3) Successful completion and graduation from the Esthetician/Skin Care program, as described above;
- (4) Pass the state licensing exam with an overall average of 75%; and
- (5) Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

### Grounds For Denial Of A License

California Board of Barbering and Cosmetology may deny a license to an applicant under the Business And Professions Code, Division 1.5. Denial, Suspension and Revocation of Licenses 480. In summary, if an applicant has been convicted of a crime within the preceding seven years of the date of application that is substantially related to the license the applicant is seeking and/or the applicant has been subject to formal discipline by a licensing board action that is substantially related to the license the applicant is seeking, the Board may deny a license.

It is the student's responsibility to inquire with the California Board of Barbering and Cosmetology if they meet either scenario above. The Board reviews and evaluates license applications from candidates who have been convicted of a crime on a case-by-case basis.

### Graduate Opportunities

Graduates of this course are prepared for entry level esthetician positions in salons, spas or nail service facilities in vacation resorts, cruise ships, airport spas, or country clubs.

## **Manicuring**

### Program Description

Manicures and nail art are always in demand because nails play an important role in the beauty industry. Furthermore, nail trends change rather faster than others, so the industry is a very dynamic one. If you're interested in becoming a nail artist or manicurist, our manicuring course is perfect for you.

This short course will, teach you how to perform manicures and pedicures, use nail extensions and acrylics, repair nails and create nail designs. Some other important subjects covered in the course include professionalism, laws and regulations, health and safety considerations (safe uses of chemicals, diseases), disinfection and sanitation, bacteriology, anatomy and physiology.

- 400 clock hours of instruction
- 10-16 weeks
- Diploma awarded upon successful completion

### Performance Objective

Acquire knowledge of laws and rules regulating California Cosmological establishing practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory and acquire business management techniques common to manicurists.

### Skills to Be Developed

Use of proper implementation relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize 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.

### Attitudes and Appreciations to Be Developed

Be able to appreciate good workmanship common to nails care, 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

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours. Selected theory work may be offered via distance learning which takes place in real time via Zoom or similar classroom platform on computers, tablets, and smartphones.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

### Curriculum

The curriculum for students enrolled in the manicuring program shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist, as outlined below.

| Instructional Areas:   | TECHNICAL<br>CLOCK<br>HOURS | PRACTICAL<br>CLOCK HOURS | PRACTICAL<br>OPERATIONS                     |
|--|-----------------------------|--------------------------|---|
| DISINFECTION AND SANITATION (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instrument and equipment as specified. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment | 10                          | 5                        | N/A   |
| MANICURES AND PEDICURES: The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and Oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush on, nails tips, nail wraps and repairs, and nail analysis                             | 60                          | 40<br><br>170            | 60<br>(Manicures)<br><br>180<br>(pedicures) |
| PROFESSIONALISM: Provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers  | 15                          | 15                       | N/A   |
| Laws and Regulations   | 10                          | 10                       | N/A   |
| Board Approved Health & Safety Course  | 15                          | 0                        | N/A   |
| HEALTH AND SAFETY CONSIDERATIONS, (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, communicable diseases including HIV/AIDS and Hepatitis B)  | 40                          | 0                        | N/A   |
| Bacteriology, Anatomy, and Physiology  | 10                          | 0                        | N/A   |
| Total hours for each instructional method  | 160                         | 240                      | 0   |
| <b>Total hours for the Manicuring Diploma Program</b>  | 400 total clock hours       |                          |   |

### Distance Learning

Please see the [Hybrid Distance Learning](#) section of this catalog for additional information on the availability of hybrid distance learning in the Cosmetology program.

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a "C" (70%)(2.0) cumulative grade point average
2. Completed all the required coursework of Jasmine Beauty School and the California Board of Barbering & Cosmetology for **Manicuring**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Upon graduation, students are assisted in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology examination.

### Licensing Requirements

To obtain a California Board of Barbering and Cosmetology license, applicants must:

- (1) Be 17 years of age or older;
- (2) Have completed the 10<sup>th</sup> grade in a public school or its equivalent;
- (3) Successful completion and graduation from the cosmetology program, as described above;
- (4) Pass the state licensing exam with an overall average of 75%; and
- (5) Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

### Grounds For Denial Of A License

California Board of Barbering and Cosmetology may deny a license to an applicant under the Business And Professions Code, Division 1.5. Denial, Suspension and Revocation of Licenses 480. In summary, if an applicant has been convicted of a crime within the preceding seven years of the date of application that is substantially related to the license the applicant is seeking and/or the applicant has been subject to formal discipline by a licensing board action that is substantially related to the license the applicant is seeking, the Board may deny a license.

It is the student's responsibility to inquire with the California Board of Barbering and Cosmetology if they meet either scenario above. The Board reviews and evaluates license applications from candidates who have been convicted of a crime on a case-by-case basis.

### Graduate Opportunities

Graduates of this course are prepared for entry level positions as a Nail Technician in salons, spas or nail service facilities in vacation resorts, cruise ships, airport spas, or country clubs.

## **Manicuring 102**

### Program Description

Manicures and nail art are always in demand because nails play an important role in the beauty industry. Furthermore, nail trends change rather faster than others, so the industry is a very dynamic one. If you're interested in becoming a nail artist or manicurist, our manicuring course is perfect for you.

This course includes the 400 hours of the Manicuring program, which teaches you how to perform manicures and pedicures, use nail extensions and acrylics, repair nails and create nail designs. Some other important subjects covered in the course include professionalism, laws and regulations, health and safety considerations (safe uses of chemicals, diseases), disinfection and sanitation, bacteriology, anatomy and physiology.

An additional 200 hours of intensive training in spa treatments so students will have the confidence and expertise to perform spa services.

- 600 clock hours of instruction
- 15-38 weeks



- Diploma awarded upon successful completion

Performance Objective

Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory and acquire business management techniques common to manicurists.

Skills to Be Developed

Use of proper implementation relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize 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.

Attitudes and Appreciations to Be Developed

Be able to appreciate good workmanship common to nails care, 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

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

Curriculum

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. An additional of (200) hours of intensive training in spa treatments so students will have the confidence and expertise to perform spa services.

| Instructional Areas:   | TECHNICAL CLOCK HOURS | PRACTICAL CLOCK HOURS | PRACTICAL OPERATIONS                        |
|--|-----------------------|-----------------------|---|
| DISINFECTION AND SANITATION (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instrument and equipment as specified. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment | 10                    | 5                     | N/A   |
| MANICURES AND PEDICURES: The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and Oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush on, nails tips, nail wraps and repairs, and nail analysis                             | 60                    | 40<br><br>170         | 60<br>(Manicures)<br><br>180<br>(pedicures) |
| PROFESSIONALISM: Provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers  | 15                    | 15                    | N/A   |
| Laws and Regulations   | 10                    | 10                    | N/A   |
| Board Approved Health & Safety Course  | 15                    | 0                     | N/A   |
| HEALTH AND SAFETY CONSIDERATIONS, (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, communicable diseases including HIV/AIDS and Hepatitis B)  | 40                    | 0                     | N/A   |
| Bacteriology, Anatomy, and Physiology  | 10                    | 0                     | N/A   |

|   |                              |     |   |
|---|------------------------------|-----|---|
| Total hours for each instructional method   | 160                          | 240 | 0 |
| Total hours for the Manicuring Diploma Program  | 400 total clock hours        |     |   |
| Additional training following the 400-hour curriculum:  |                              |     |   |
| Milady® DVD which focus on practical aspects of manicuring and pedicure<br>Milady® Online Licensing Preparation | 16                           | 16  |   |
| Externship(s)   |                              | 60  |   |
| Practical Experience  |                              | 60  |   |
| Professional Ethics, include training in business and communication skills                                      | 10                           | 20  |   |
| Training in salon decorum, record keeping, and client service records   | 8                            | 10  |   |
| Total hours for each instructional method   | 34                           | 166 |   |
| <b>Total hours for the Manicuring 102 Diploma Program</b>   | <b>600 total clock hours</b> |     |   |

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a "C" (70%)(2.0) cumulative grade point average
2. Completed all the required coursework of Jasmine Beauty School and the California Board of Barbering & Cosmetology for **Manicuring**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Upon graduation, students are assisted in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology examination.

### Licensing Requirements

To obtain a California Board of Barbering and Cosmetology license, applicants must:

- (1) Be 17 years of age or older;
- (2) Have completed the 10<sup>th</sup> grade in a public school or its equivalent;
- (3) Successful completion and graduation from the cosmetology program, as described above;
- (4) Pass the state licensing exam with an overall average of 75%; and
- (5) Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

### Grounds For Denial Of A License

California Board of Barbering and Cosmetology may deny a license to an applicant under the Business And Professions Code, Division 1.5. Denial, Suspension and Revocation of Licenses 480. In summary, if an applicant has been convicted of a crime within the preceding seven years of the date of application that is substantially related to the license the applicant is seeking and/or the applicant has been subject to formal discipline by a licensing board action that is substantially related to the license the applicant is seeking, the Board may deny a license.

It is the student's responsibility to inquire with the California Board of Barbering and Cosmetology if they meet either scenario above. The Board reviews and evaluates license applications from candidates who have been convicted of a crime on a case-by-case basis.

### Graduate Opportunities

Graduates of this course are prepared for entry level positions as a Nail Technician in salons, spas or nail service facilities in vacation resorts, cruise ships, airport spas, or country clubs.

## **Massage Therapy**

### Program Description

Massage therapy is a complex field with strict boundaries and health considerations, and in this course, you will learn about all of that and more. You will be given technical instruction as well as well as practical lessons. The curriculum includes the human anatomy and the 10 systems, ethics, pathology, kinesiology, massage theory, massage techniques, and an internship. Additional training will be given in salon management, communication skills, salesmanship, record-keeping, modeling and some other related subjects.

- 700 clock hours of instruction

- 15-44 weeks
- Diploma awarded upon successful completion

#### Disclosure Regarding 700 Clock Hours

In California, a 500 Clock Hour Massage Therapy program is sufficient to prepare students for gainful employment as Massage Therapists upon graduation from the program.

The California Massage Therapy Law requires a minimum of 100 hours of instruction in anatomy and physiology, contraindications, health and hygiene, and business and ethics. The Jasmine Beauty School offers subjects related to anatomy and physiology, ethics and professionalism, pathology, and kinesiology. In addition, hours devoted to massage theory and techniques that offer instruction in various massage therapy styles and techniques. Supervised clinical work completes the program with 80 hours.

The School has opted to offer a Massage Therapy program that is above the minimum and offers significant advantages and benefits to students who complete this program. This program is solid in theory and practice and will position the graduate for a fulfilling massage therapy career.

#### Additional Training Will Be Given In the Following Subjects

Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the field.

#### Performance Objective

Acquire knowledge of laws and rules regulating California Massage Therapy practices, understand sterilization procedures, acquire the knowledge of general theory relative to Massage Therapy, including anatomy, physiology, chemistry, and theory relative to practical procedures, and acquire business management techniques common to massage therapists.

#### Skills to Be Developed

Use of proper implementation relative to all massage procedures. Develop the knowledge to recognize various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders.

#### Attitudes and Appreciations to Be Developed

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

#### Requirements for Satisfactory Completion of Course

A student shall have completed Theory and Operations with a grade average of "C" (70%)(2.0) or better.

#### Instructional Methods

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

#### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

Curriculum

The student enrolled in a massage therapy course shall consist of seven hundred (700) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist.

| Instructional Areas  | TECHNICAL<br>CLOCK<br>HOURS | PRACTICAL<br>CLOCK HOURS |
|--|-----------------------------|--------------------------|
| <p><b>Anatomy &amp; Physiology, Kinesiology, and Pathology</b></p> <p>ANATOMY &amp; PHYSIOLOGY: Physiology is the study of the function of body parts and the body as a whole. Anatomy is the study of body parts visible to the naked eye, such as the heart or bones. Relationship of Anatomy and physiology to massage body work, disease, stress, pain, spasm, pain cycle, healing mechanism of the body, infection, inflammation, the wellness model, medical and anatomical terminology, levels of complexity of living matter, cells, enzymes, tissue, the anatomical position of the body, the atomic terms and meanings of body cavities and organs, the regions of the human body. The structure of the human body and the 10 systems:</p> <ol style="list-style-type: none"> <li>1. Muscular – The muscular system produces motion in body parts and our viscera (internal organs.)</li> <li>2. Skeletal – Provides the structural support for the body, protection for internal organs, and generates all blood cells.</li> <li>3. Circulatory/Immune System – Involved in the transport of nutrients, water, gases, hormones, blood, and cells; provides for protect from invading organisms.</li> <li>4. Nervous – Allows the body to respond to both external and internal stimuli. Regulates and coordinates the body.</li> <li>5. Integumentary – Prevents excess water loss and regulates the temperature</li> <li>6. Digestive – Functions to break down food through release of enzymes to allow easy uptake of absorbable nutrients.</li> <li>7. Respiratory – Allows for exchanges of gases.</li> <li>8. Urinary – Remove bodily waste from bloodstream and regulates homeostasis</li> <li>9. Reproductive – Production of sex cells.</li> <li>10. Endocrine – Regulates the growth of body via hormone secretion.</li> </ol> <p>PATHOLOGY: The disease of the 10 systems. Physical changes during the disease</p> <p>KINESIOLOGY is the exploration of human movement and integrates three disciplines: musculoskeletal anatomy (form), neuromuscular physiology (function) and biomechanics. Kinesiology is that area in which these three disciplines intersect. An introduction to Kinesiology as related to the upper/lower body. The course will explore the origin, insertion and action of the upper/lower body muscles related to massage therapy. Palpation of the muscles will be demonstrated and practiced.</p> | 138                         |                          |
| <p>ETHICS AND PROFESSIONALISM: Boundaries, Code of ethics, ethical touch, the therapeutic relationship, ethical touch supervision, ethical business practices, communication skills, building a professional image, business scope of practice, licenses, education requirements, health requirements for practitioners, Licenses versus certification.</p>  | 36.5                        |                          |
| <p>MASSAGE THEORY AND TECHNIQUES: Massage theory: effects/benefits, indications and contraindications, equipment and products, sanitary and safety practices, consultation and documentation, classical massage movements, application of massage techniques, procedures for whole body massage, hydrotherapy, massage in the spa, clinical massage techniques, lymph massage, therapeutic procedure athletic, sport massage, massage for special population, massage in medicine, additional therapeutic modalities.</p>  | 445.5                       |                          |
| <p>SUPERVISED CLINICAL EXPERIENCE</p> <ul style="list-style-type: none"> <li>– Sanitation, sterilization</li> <li>– Reflexology: hand and foot massage</li> <li>– Swedish</li> <li>– Sport massage</li> </ul>  |                             | 80                       |

|  |                       |    |
|--|-----------------------|----|
| <ul style="list-style-type: none"> <li>– Classification of massage movements</li> <li>– Application of massage strokes</li> <li>– The six major categories: Touch, Gliding, Kneading, Friction, Percussion, Joint movements</li> </ul> |                       |    |
| <b>Total hours for each instructional method</b>   | 620                   | 80 |
| <b>Total hours for the Massage Therapy Diploma Program</b>   | 700 clock total hours |    |

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a “C” (70%)(2.0) cumulative grade point average
2. Completed all the required coursework of Jasmine Beauty School for **Massage Therapy**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

### Licensing Requirements

At this time, completion of this course does not lead to licensure in the State of California. The California Massage Therapy Council issues voluntary certifications to massage professionals that meet the requirements in the California State Law. Certification is voluntary. CAMTC Certification is not required by State Law in order for a massage professional to practice their profession in the State. However, some cities and counties locally require CAMTC Certification for massage professionals. Jasmine Beauty School is not approved by CAMTC, and the education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist or massage practitioner in which you wish to practice. Local permits may be needed for each city or county where you practice unless you are CAMTC Certified. If you are in an unincorporated area, please check with the county.

### Graduate Employment Opportunities

Graduates of this course are prepared for entry level positions as a Massage Therapist in salons, spas or other facilities that offer massage therapy such as vacation resorts, cruise ships, airport spas, or country clubs.

## **Barbering Crossover**

### Program Description

The Barbering Crossover program is for Licensed Cosmetologists who are looking to expand upon their skill set and learn how shave hair using various shaving techniques and styles, and the best way to do them. The course curriculum includes shaving (preparation, assessing skin, shaving, aftershave application, massaging).

- 200 Clock Hours
- 6 – 8 weeks
- Diploma awarded upon completion

### Performance Objectives

The objective of the Barbering Crossover Course is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the profession, and to qualify and equip the student to pass the California Board of Barbering and Cosmetology licensing examination. After the graduate has successfully passed his/her state examination, they are qualified to work as a licensed barber in any licensed facility in the state of California.

### Skills to Be Developed

The Barbering Crossover program trains the students to properly shave and trim facial/neck hair and beards and prepares the students for licensure as professional barbers at various levels.

A cosmetology to barber crossover program is designed for licensed cosmetologists who want to advance their knowledge and skills to further learn barbering techniques and obtain their state barbering license.

### Instructional Methods

- Technical (theory) instruction is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.

- Practical instruction is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- Practical Operations Activities represents the minimum number of activities that will be performed by the student.

Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

Curriculum

To qualify for the barber examination a cosmetologist or an individual that has completed the cosmetology course would need to complete 200 clock hours of technical training and practical operations that will cover barbering practices not covered under the cosmetology courses.

| Instructional Areas:  | TECHNICAL<br>CLOCK<br>HOURS | PRACTICAL<br>CLOCK<br>HOURS | PRACTICAL<br>OPERATIONS<br>ACTIVITIES |
|---|-----------------------------|-----------------------------|---------------------------------------|
| Shaving Preparation and Performance – Shall include but not limited to the following techniques and procedures: Preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client’s face, and rolling cream massages. | 100                         | 100                         | 40                                    |
| <b>Total hours for the Barbering Crossover Program</b>  | 200 Clock hours             |                             |                                       |

Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a “C” (70%)(2.0) cumulative grade point average
2. Completed all the required coursework of Jasmine Beauty School for **Barbering Crossover**; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

Graduate Opportunities

Graduates of this course are prepared for entry level positions as a barber in barber shops, salons, vacation resorts, cruise ships, airport spas, or country clubs.

**Cosmetology Crossover**

Program Description

The Cosmetology Crossover program is for Licensed Barbers who are looking to expand upon their skill set and learn the art of hair, makeup, and nails to become an all-around beauty professional. The term cosmetology refers to the professional practice of beautifying the face, hair and skin. A cosmetologist differs from an esthetician in that cosmetologists can perform beauty procedures pertaining to the hair, skin, and nails. After finishing the course, you will be familiar with most beauty procedures. The course covers subjects such as various facials, eyebrow beautification, nail treatments, and salon management – among others.

- 300 Clock Hours
- 8 – 10 weeks
- Diploma

Performance Objectives

1. Acquire knowledge of laws and rules regulating California’s cosmetology establishments’ practices
2. Acquire knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails
3. Acquire business management techniques common to cosmetology

Skills to Be Developed

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the face, and hands prior to all services to determine any disorders.
3. Identify the procedures and terminology used in performing all cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicure and pedicuring.
6. Learn the application of brush-on nails, nail wraps and nail tips.

### Attitudes and Appreciations to Be Developed

Be able to appreciate good workmanship common to nails care, 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

- Technical (theory) instruction is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.
- Practical instruction is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- Practical Operations Activities represents the minimum number of activities that will be performed by the student.

### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

### Curriculum

To qualify for the cosmetology examination a barber or an individual that has completed the barbering course would need to complete a total of 300 clock hours as follows:

| Instructional Areas:   | TECHNICAL CLOCK HOURS | PRACTICAL CLOCK HOURS | PRACTICAL OPERATIONS ACTIVITIES |
|--|-----------------------|-----------------------|---------------------------------|
| <b>ESTHETICS: MANUAL, ELECTRICAL AND CHEMICAL FACIALS</b><br>Shall include but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. | 25                    | 110                   | 100                             |
| <b>EYEBROW BEAUTIFICATION &amp; MAKE-UP</b><br>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.<br>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.  | 25                    | 40                    | 40                              |
| Total hours for each instructional method in Esthetics   | 50                    | 150                   | 0                               |
| Total Esthetics Instruction Hours  | 200 clock hours       |                       |                                 |
| <b>MANICURING &amp; PEDICURING:</b> Shall include but are not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.  | 10                    | 50                    | 50                              |
| <b>ARTIFICIAL NAILS &amp; WRAPS:</b> Artificial nails including acrylic: liquid and powder brush-on, artificial nail tips and nail wraps and repairs   | 15                    | 25                    | 35                              |
| Total hours for each instructional method in Manicuring & Pedicuring   | 25                    | 75                    | 0                               |
| Total Manicuring & Pedicuring Instruction Hours  | 100 clock hours       |                       |                                 |
| <b>Total Hours for the Cosmetology Crossover Program</b>   | 300 clock hours       |                       |                                 |

### Graduation Requirements

To graduate and receive a diploma from Jasmine Beauty School, a student must meet all the following:

1. Maintain at least a "C" (70%)(2.0) cumulative grade point average
2. Completed all the required coursework of Jasmine Beauty School for Cosmetology Barbering Crossover; and
3. Satisfy all their financial obligations to Jasmine Beauty School.

### Graduate Employment Opportunities

Graduates of this program are prepared for entry level positions with titles such as: Cosmetologist, Hair Stylist, Hairdresser, Manicurist, Colorist, and others, in salons, spas or cosmetology service facilities in vacation resorts, cruise ships, airport spas, or country clubs.

## **3d Eyebrows Microblading Course**

### Program Description

Microblading is a semi-permanent method that will give clients a more natural look than a solid or soft fill because the eyebrow has a real hair stroke look instead of one solid color. This course is for anyone who would like to become a successful microblading artist with/without prior microblading experience. Upon commencing of class, student is required to be bloodborne pathogen certified. The program is 3-day intensive (in class hands-on training) including lectures and hands-on practicing.

- 24 clock hours of instruction
- 3 days
- Diploma awarded upon successful completion

### Performance Objective

Upon completion of the microblading course, students will understand the color theory, skin undertone, pigments, and how they will appear once they are healed underneath the skin. In addition, students will thoroughly know of eyebrow design, symmetry, and placement.

### Skills to Be Developed

The Microblading program trains the students with the skills to consult clients, properly handle microblading devices such as needles, and measure eyebrow. Students will gain the knowledge of color and pigments preparation and mixing. In addition, students will learn the proper techniques for disinfection and sterilization of equipment.

### Attitudes and Appreciations to Be Developed

Be able to appreciate good workmanship common to Microblading, 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

- Technical (theory) instruction is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.
- Practical instruction is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- Practical Operations Activities represents the minimum number of activities that will be performed by the student.

### Clock Hour Definition

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

### Curriculum

The curriculum for students enrolled in a Microblading course shall consist of twenty-four (24) clock hours of technical instruction and practical operations covering all practices of a Microblading specialist.

| Instructional Areas:  | TECHNICAL<br>CLOCK<br>HOURS | PRACTICAL<br>CLOCK<br>HOURS | PRACTICAL<br>OPERATIONS<br>ACTIVITIES |
|---|-----------------------------|-----------------------------|---------------------------------------|
| Day 1: Overview of Microblading, Consultation, Proper handling of devices, needles, and pigments, Eyebrow Measurement                             | 2                           |                             | 6                                     |
| Day 2: Color and Pigment Theory, Setup Workstation, Disinfection and Sterilization  | 2                           |                             | 6                                     |
| Day 3: Hands on Procedure, Step by Step, After Care and Healing Process – Post Procedure, Maintenance of Post Procedure, Common Mistakes to Avoid | 2                           | 18                          | 7                                     |



|   |    |    |    |
|---|----|----|----|
| Before and After Pictures                 |    |    |    |
| Total hours for each instructional method | 6  | 18 | 19 |
| MICROBLADING – TOTAL CLOCK HOURS          | 24 |    |    |

Requirements for Satisfactory Completion of Course

A student shall have completed Theory and Practical Operations with a grade average of “B” (80%) or better and pass the bloodborne pathogens test, complete microblading procedure on live model.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Microblading with a grade average of “B” (80%) or better and all fees are paid in full, he/she will be awarded a diploma certifying his/her graduation.

Licensing Requirements

Applicant must be 18 years of age or older and have completed the 10<sup>th</sup> grade. A Microblading Specialist diploma will be granted only after the student has successfully completed and graduated from the Microblading course as described above with an overall average of 80%. In addition, the student must obtain a Blood Borne Pathogen certificate and a Health Permit to Operate in his/her county.

Graduate Opportunities

Graduates of this course are prepared for entry level positions in the skincare industry as a Microblading Specialist in salons, spas or other service facilities in vacation resorts, cruise ships, airport spas, or country clubs.

# ADMISSIONS

Congratulations on your decision to pursue an education in one of our programs. These programs are highly specialized, and we will provide guidance to you on our programs and the enrollment procedures as you work through the admissions process.

## Admissions Requirements

To apply to Jasmine Beauty School, each applicant must:

- Submit a completed application for enrollment.
- Submit the \$75 non-refundable registration fee.
- Provide proof of high school completion or GED or complete the Ability to Benefit test.

## High School Completion, GED, and Ability to Benefit Documentation

Jasmine Beauty School will accept the following documentation for proof of high school completion, GED or Ability to Benefit

### High School

A student must provide a copy of his/her High School Diploma, GED, or its equivalent. Jasmine Beauty School will verify the authenticity of the diploma prior to enrollment. Certificates of attendance, special high school diplomas or modified high school diplomas are not acceptable to establish proof of high school graduation. If the diploma cannot be verified, Jasmine Beauty School will request the student to provide a final high school transcript showing high school completion.

### GED

A student must request that the official GED transcripts must be sent directly to the Admissions Office from each issuing institution. For information on obtaining a General Education Diploma (GED), please refer to the Community Colleges and Adult School location in your area.

### International High School Transcripts

Students who attended secondary school outside the United States must provide proof of high school completion and equivalency to a high school education in the United States. For transcripts that are not prepared in English, an English language translation of official education transcripts and diplomas is required. In addition, the evaluation must confirm that the international education is equivalent to a high school diploma in the United States. The prospective student must provide official credential translation and evaluation to Jasmine Beauty School from an agency approved by National Association of Credential Evaluation Services (NACES). The cost for the official credential translation and evaluation of post-secondary, non-U.S. transcripts and diplomas is the applicant's responsibility.

Other forms of proof of high-school equivalency will be considered on a case-by-case basis.

### Ability to Benefit

If the student does not possess a High School Diploma or GED and is over 18 years old, he/she must have at least completed the 10<sup>th</sup> grade to be admitted as a regular student and meet the school's Ability-to-Benefit (ATB) requirements. Ability-to-Benefit (ATB) requirements require that students admitted under these criteria to pass one of the Ability-to-Benefit tests approved by the U.S. Department of Education administered by an independent proctor. Our school will use the CELSA Ability-to-Benefit test. A school employee will provide students 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 being admitted to the school. The passing score is 97 for Form 1 or Form 2. If the student fails the first exam, re-testing is available after one week waiting period and the independent proctor will explain and provide her/him with the re-testing procedures.

### Proficient Language Skills (English and Vietnamese)

The Barber, Cosmetology, Esthetician, Manicuring, Massage Therapy, and all Crossover courses are taught in English and Vietnamese. Our school hires instructors who are fluent in the English and Vietnamese languages. The school Catalog, School Performance Fact Sheet and Enrollment Agreement are published in both English and Vietnamese.

Vietnamese: For students who are taking the class in Vietnamese language, the School administers the LPAT-V Ability-to-Benefit test. A minimum score of 17 is required on the Reading test, and a minimum score of 14 is required on the Math test. If the student fails the first exam, re-testing is available after one week waiting period and the independent proctor will explain and provide her/him with the re-testing procedures.

English: Although classes will be conducted in both English and Vietnamese, all students must be English proficient. The school does not provide instruction for English as a Second Language.

### Admission Decisions

Applicants are assessed on an individual basis to determine their ability to successfully complete the course of study. Jasmine Beauty School accepts students who demonstrate the motivation to complete the program, appropriate attitude, the ability to academically benefit from the instruction offered, employment potential, and a positive attitude toward the cosmetology industry.

### Denial of Admission

Applicants who are denied admission are notified promptly and any fees paid are refunded, except the non-refundable registration fee.

Jasmine Beauty School reserves the right to make exceptions on any Admissions decision and exceptions are at the sole discretion of the School Director and are on a case-by-case basis. The School reserves the right to request additional information to determine admissions eligibility for any applicants. Failure to provide additional documentation may affect your admission to Jasmine Beauty School.

### Re-Entry/Re-Admission

Students who have voluntarily interrupted their studies or who have been terminated by the School may be considered for re-entry if supporting documentation is submitted to Jasmine Beauty School. It is the goal of the School to ensure that all returning students are qualified and capable of completing their training and finding and maintaining full-time employment. However, Jasmine Beauty School is under no obligation to re-admit former students.

To begin the re-entry process:

1. Submit in writing a description of the issues that resulted in your leaving the training program. Your letter should include your current mailing address and phone number, and it should answer the following questions:
  - a. Why did you leave school;
  - b. How have you resolved any problems that caused you to leave the school; and
  - c. Why should you be considered for readmission?Please submit your letter in writing to:  
Mr. Hung Vi La, School Director/President  
Jasmine Beauty School  
5911 University Avenue, Suite 318-319  
San Diego, CA 92115
2. Meet with Mr. Hung Vi La for a re-enrollment interview.
3. Meet with Ms. Tina Le for an academic assessment for re-enrollment.
4. Meet with Ms. Sandy Le to resolve any previous financial issues, explore financial aid options, and discuss tuition payment plans.

The applicant will be notified in writing of the decision.

### Policy for Transfer Students

Jasmine Beauty School welcomes applicants for admission who have completed similar courses at other institutions. All documents received by the School in association with such applications for admission become the property of Jasmine Beauty School and will not be returned to the student.

It is at the discretion of the School Director, prior to enrollment, to determine that all remaining hours of instructions and operations will be completed by the transfer student in the time frame allotted. A transfer student may be required to complete additional hours at the school's discretion.

The school does not award transfer credit for acquired life experience or prior experiential learning or work in the field.

The following course requirements must be met to be considered for transfer:

- California Applicants: Students previously enrolled in an accredited school of Cosmetology may submit official transcripts of their academic work to Jasmine Beauty School for review and possible transfer of credit.
- Out of State Applicants: If the academic records are from a Cosmetology school in any other state, the applicant must first request and receive a "Letter of Evaluation" from the California Barbering and Cosmetology Program. The California Board of Barbering and Cosmetology is the only entity that may evaluate the out-of-state transcripts and grant those students proper credit of hours and practical operations. Jasmine Beauty School will only accept prior credit hours from an out of state applicant if it is accompanied by a letter of recommendation from the California Board of Barbering and Cosmetology.

At least 25% of the total clock hours for the program must be earned through coursework completed at Jasmine Beauty School.

The Microblading course does not accept transfer hours.

#### Charges for tuition for Transfer Students

Student will only be charged for the number of hours needed to complete the program. Tuition will be calculated by multiplying the current hourly instruction rate times the number of hours remaining to complete in the course.

#### Charges for fees and equipment for Transfer Students

Students must demonstrate that they own all required equipment as listed in the school's current kit list or purchase the kit from the school. Students who require more than 300 hours of instruction will be required to purchase the Jasmine Beauty School education kit. The price to purchase books, testing, kit will range from \$50 to \$500.

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL**

The transferability of credits/hours you earn at Jasmine Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Advanced Cosmetology, Cosmetology, Advanced Barbering, Barbering, Esthetician, Manicurist, Manicurist 102, Massage Therapy, Cosmetology Cross Over, Barbering Cross Over, and 3D Microblading is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is 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 Jasmine Beauty School to determine if your diploma or certificate will transfer."

The institution has not entered into an articulation or transfer agreement with any other college or university.

#### Orientation Class

Orientation for students in all English courses is held on Friday morning of each week from 8:30 a.m. to 10:00 prior to any new class starting. Orientation for students in all Vietnamese courses are held on Saturday mornings, each week. All new students, transfers and re-enrollment students are required to attend prior to admission.

#### Freshman Period of Enrollment

The freshman period of enrollment for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. During the freshman period of enrollment, the student introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, students will learn all the fundamentals that are the basic foundation for their future careers.

The **minimum** number of hours in the freshman period of enrollment is equal to 10% of the total program clock hours. Specific freshman periods of enrollment are as follows:

|                      |                 |
|----------------------|-----------------|
| Advanced Cosmetology | 150 clock hours |
| Cosmetology          | 100 clock hours |
| Advanced Barbering   | 150 clock hours |
| Barbering            | 100 clock hours |
| Esthetician          | 60 clock hours  |
| Manicuring           | 40 clock hours  |
| Manicuring 102       | 60 clock hours  |
| Massage Therapy      | 70 clock hours  |

Students may be required to complete more hours to establish competency and are not permitted to work in the School Salon until the Freshman Period of Enrollment is complete. In addition, students are not permitted to provide services for patron paying for a service until the student has completed technical instruction (theory portion of the program to include instruction by demonstration, lecture, classroom participation, or examination) and practical training in the service for which a patron is paying (technical instruction shall mean actual performance by the student of a complete service on another person or on a mannequin).

#### Textbooks and Supplies

Textbooks and kits will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. You may elect to purchase your books and kits elsewhere, and you must obtain a complete kit checklist from the administrative office and your kit must be complete within the first seven days of classes. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

# ACADEMIC POLICIES

## Academic Dishonesty, Cheating, and Plagiarism

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An incident of Cheating or Plagiarism upon which an Instructor may take action will be an event which the Instructor witnesses or has written evidence to support. An Instructor must observe this evidence directly and may not take action solely on the report of another party.

Academic Misconduct refers to any form of academic cheating and collusion. Examples include:

- Plagiarism (presenting the work of others as if it were your own);
- Submitting assignments downloaded from the internet;
- Commissioning another person to produce a piece of work without acknowledgement;
- Cheating in examinations;
- Colluding with others to submit work (including friends or family).
- Plagiarism is the most common form of cheating and is defined as stealing another person's ideas and presenting them as though they were your own. Some examples include:
- Copying from a textbook, journal article, thesis, essay, or website without providing adequate reference to the author;
- Reproducing original artwork, designs, film, sound, or performance and presenting them as though they were your own;
- Copying someone else's program, database, webpage, or multimedia presentation without acknowledging their work.

Throughout studies, students will be encouraged to reference the work of others. The Instructor will expect to find reference to the sources of your ideas in supporting documentation, such as sketchbooks or initial drafts. This is an essential and valuable part of your education. As long as the source of the ideas is acknowledged, this is not plagiarism. There are different ways of doing this, for example:

- In an essay or assignment, when quoting another person's words "put their words in quotation marks" and properly reference the author within the text and in the bibliography;
- In computer software show where the information has come from in the acknowledgements or credits, e.g. 'program design – A. Brown', or 'graphics – J. Smith';
- When using an artifact, put a caption against the object, e.g. 'original photograph by Cartier-Bresson';
- If presenting an original piece of work based on an existing design or work of art, quote the source, e.g. 'after Rodin', 'after Eckersley';
- If using a strategy of 'appropriation' (i.e. the deliberate and conscious use of the style and images of another artist) make sure you tell your Faculty what you are doing and why and acknowledge the strategy when submitting work for assessment;
- In a group project make sure all the members of the group are listed. If individuals undertake specific work within the project, make sure that this is acknowledged;
- In examinations do not copy another person's work.
- Do not quote passages from a textbook or journal without acknowledging the source.

Failure to acknowledge the use of another person's ideas in your work may be considered a breach of the Jasmine Beauty School's Academic Regulations; it may also constitute a breach of intellectual property rights, e.g. copyright. Such an offense is likely to lead to failure of that assignment and/or unit and serious or repeated offences may lead to failure of the whole stage of the course, suspension or even expulsion. In addition, a breach of copyright may lead to legal action.

### Procedures for Handling Cheating and Plagiarism

Any Instructor discovering a case of suspected cheating or plagiarism should make a responsible effort to confront the student with the evidence within five (5) working days. If the student can explain the incident to the satisfaction of the Instructor, no further action is warranted.

If the student denies cheating and the Instructor continues to believe cheating has occurred, the Instructor will send an Academic Dishonesty Form to the Program Leader (or Chief Academic Officer) of the appropriate area of study. This form is available in the office of the Chief Academic Officer. The Chief Academic Officer will hold a hearing in which the Instructor will present the evidence against the student, the student will also be present at the meeting. The Chief Academic Officer will decide who, in addition to the above, may be present at the hearing. The Chief Academic Officer will determine whether or not the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

- The Instructor will send a summary of the event to the Chief Academic Officer.
- The Chief Academic Officer will inform the student in writing that this report has been sent.
- Records of the incident will be kept in the Office of the Chief Academic Officer.

This record shall be destroyed upon graduation or other forms of separation from the Jasmine Beauty School if no further incidents of cheating or plagiarism occur.

If the records, in the Office of the Chief Academic Officer, indicate that the student has committed two offenses, both incidents become part of the student's permanent academic record.

The Instructor shall decide how the student will be graded for the course in which cheating or plagiarism occurred. The student may be required to resubmit the assignment or take a new examination. The student may receive a failing grade on the assignment or examination in question. The student may receive a failing grade for the course.

For a second or subsequent offense, the student shall be subject to suspension or dismissal from Jasmine Beauty School.

The student may appeal any of the above decisions in writing to the Chief Academic Officer within ten (10) working days.

### Student Responsibilities Concerning Academic Dishonesty

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual Instructor to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility. Students must take care not to provide opportunities for others to cheat. Students must inform the Instructor if cheating or plagiarism is taking place.

## **Attendance**

School hours: Monday – Friday 7:30 a.m. to 6:00 p.m., individual program hours vary.

Student must be prompt and attend class on time. To be considered enrolled, students must attend class full time, three quarter (3/4) or half time. Students will receive credit for properly documented time only.

- 1) Students' timecards must be legible
- 2) Clocked in will be rounded to the next ¼ hour, and clocked out will be rounded to the last ¼ hour
- 3) Students must clock own timecards, and report absence on a daily basis
- 4) Students who are not clocked in by 8:37 a.m. will not be allowed to clock in until 10:00 a.m.
- 5) Students must clock out for lunch except for those who attend six hours or less of class
- 6) Doctors' excuses are required for excused absences due to illness. Students with an excess of three un-excused absences or tardy within 30 days will be counseled
- 7) More than three counseling in three months may result in probation, suspension, or termination from the program

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. Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave of Absence.

#### Attendance Exceptional Factors

Jasmine Beauty School defines exceptional factors as a serious illness or other exceptional and unpredictable cause of absence that may generate a negative effect on the student's academic performance concerning his/her attendance or evaluation.

Excused however, does not mean you will receive hours for the time you were gone from class. Excused only means you will be allowed to come back to school. All excused absences are to be in writing and will be approved at the discretion of the School Director. If a student needs to attend a special event, please provide in writing a two-week notice.

Examples of Exceptional Factors (Excused Absences):

- Serious illness, injury, hospitalization of the student
- Bereavement (close relative)
- Victim of a crime
- Mandatory court attendance

Everyday life presents difficulties and issues that cause minor seasonal illnesses with which the student has to cope during his/her studies as they can also occur in the workplace or at home. It is advisable that the student takes appropriate measures in order to alleviate the effects of such minor seasonal illnesses, since such events will not be accepted as valid Exceptional Factors.

Exceptional Factors DO NOT INCLUDE (Unexcused Absences):

- Time management problems (missing deadline, oversleeping)
- Non-availability of books or other resources
- Loss of coursework
- Financial problems
- Moving one's house, family celebrations, medical appointments, holidays, or other events that the student can plan in advance
- Postal problems
- Work Commitments
- Misinterpretation of the exam timetable
- Colds, headaches, and other minor conditions
- Daily transportation problems

If a student is not able to judge if an event that occurred may be accepted as valid Exceptional Factors, the student may consult the Chief Academic Officer.

#### Tardy

A student is considered tardy if the student comes to class 5 minutes late or who left the class before the end of class time. If a student has three (3) tardies in 30 days, the student will be counseled. The goal of the counseling is to develop and implement an intervention program to help students learn new ways to manage time.

Lateness for classes, tutorials, workshops, exam sessions, hand-ins and any other appointments deemed necessary by the school will be viewed as "unprofessional behavior". In contemporary teaching methods the first few minutes of a lesson is often given to the outlining of the sessions' tasks or lesson plan of the class; therefore it is essential that all students arrive in a timely manner. Frequent poor time management may be considered academic misconduct. Time management is a skill that is required by all areas of the beauty industry. As it is one of our aims to produce industry professionals at the highest level, we require a demonstration of this essential skill.



### Make-up Work

A student may be permitted to complete make up coursework for absences. The student must consult with the Head Instructor or Chief Academic Officer to arrange the make-up work.

### **Externships**

Externships are required in the Manicuring 102 program and are optional for each of the other programs. The externship may not exceed 25% of the total program hours.

Before starting an externship, the student extern must complete 25% of the required minimum practical operations and technical instruction.

Student externs are prohibited from using any product or procedure, including the preparation and/or application of the product, that alters or changes the molecular structure of the hair, skin, or nails through the chemical treatments without a designated licensee is present to oversee the work process. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.

Student externs shall be provided with a school laminated photo id which the student must wear at all times while at the externship site.

### **Grading Scale and Policy**

#### Grading Scale

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis which equates to a letter grade. All copies of evaluation forms are issued to students upon completion of each increment of the course hours as explained above for students' review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of "C" (70%)(2.0) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. Numerical grades are considered according to the following scale:

| Numerical         | Alpha    | Quality Points |                       |
|-------------------|----------|----------------|-----------------------|
| <b>90% - 100%</b> | <b>A</b> | <b>4.0</b>     | <b>Excellent</b>      |
| <b>80% - 89%</b>  | <b>B</b> | <b>3.0</b>     | <b>Above Average</b>  |
| <b>70% - 79%</b>  | <b>C</b> | <b>2.0</b>     | <b>Average</b>        |
| <b>60% - 69%</b>  | <b>D</b> | <b>1.0</b>     | <b>Unsatisfactory</b> |
| <b>00% - 59%</b>  | <b>F</b> | <b>0</b>       | <b>Fail</b>           |

### **Graduation Policy**

These are the criteria for students being eligible for graduation:

- Students who maintain a "C", 70% or 2.0 grade point average
- Students have developed a professional attitude
- Students show competency in practical procedures, and have completed all required clock hours of both practical and theory training
- Students have completed all other requirements/assignments set by the school in their course of study

Upon graduation, a diploma will be awarded to the students. The diploma certifies that the students has successfully completed the requirements for the course for which they were enrolled in.

Upon receiving the diploma, the student is now eligible to apply and take the State Licensing Exam. The State will schedule an examination date for the student. Please note that if a student possesses a Federal Offense, the State could deny him/her a State License. If the student has been convicted of a Federal Offense, the State will request additional information from the student and will take that information into consideration in deciding to issue the student a license. A license will be issued through the State for applicants who successfully passed the examinations. The school will help each student to apply for their state examination. All graduates must hold a valid State license prior to entering the job field.

## Hybrid Distance Learning

Effective 7/28/2020

Jasmine Beauty School will offer Distance Education to currently enrolled students who apply to take selected portions of their program and are accepted by the School Director to take that portion as a Distance Learner.

Distance education as defined in section 94834 of the California Code, does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by means such as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

Distance Learning at Jasmine Beauty School will take place in real time via Zoom or similar platform on computers, tablets, and smartphones.

Attendance and interaction with instructors during online presentations will be validated by instructors as clock hours.

All assessments that will be used for calculating a student's GPA must be completed while the student is physically on campus.

The student will participate in learning activities while physically present at least once every 5 business days for the length of a scheduled class day, 5 clock hours, as outlined in the enrollment agreement.

To assess if the student is a viable candidate for Distance Learning, the student must show the device that will be used for viewing Distance Learning lessons and upload all applications while physically at Jasmine Beauty School to prove that the device is compatible for the programs that will be used and to determine if the student can login, view and chat on applicable platform(s). If the student is planning to use a desktop computer for classes, the Director will coordinate a time to test the student and computer compatibility with the platform before accepting the student as a Distance Learner.

All transcripts and Proofs of Training (official and unofficial), listing academic attainment received will identify the distance learning component; and prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible licensure in other states. A signed and dated copy of the disclosure will be found in the student's file.

In the event of an emergency shutdown (i.e. COVID-19), all students will be allowed to complete online lessons and submit Theory assessments to instructors and/or the Director via email. Practical assessments will be completed using real time demonstrations via Zoom or similar platforms by the student who will schedule an assessment time with the instructor for the practical assessment. Theory and Practical assessment results will be provided to the student within 5 school days of the completion of the assessment. If a student is not comfortable with Distance Learning, the student has the option to request a Leave of Absence or to withdraw from the program until the school resumes in person instruction.

| Programs that offer Distance Education | Total Program Clock Hours | Total Distance Education Hours |
|--|---------------------------|--------------------------------|
| Advanced Cosmetology                   | 1500                      | 750                            |
| Cosmetology                            | 1000                      | 330                            |
| Advanced Barbering                     | 1500                      | 750                            |
| Barbering                              | 1000                      | 330                            |
| Esthetician                            | 600                       | 300                            |
| Manicuring                             | 400                       | 160                            |
| Manicuring 102                         | 600                       | 240                            |

## Schedule for Distance Education

| Program   | Online Theory   | In school/Practical                                     |
|---|---|---|
| English:<br>Advanced Cosmetology<br>Cosmetology<br>Advanced Barbering<br>Barbering    | Monday and Wednesday<br>9:00 a.m. to 2:00 p.m.          | Tuesday, Thursday, and Friday<br>8:30 a.m. to 5:00 p.m. |
| Vietnamese:<br>Advanced Cosmetology<br>Cosmetology<br>Advanced Barbering<br>Barbering | Tuesday and Thursday<br>9:00 a.m. to 2:00 p.m.          | Monday, Wednesday, and Friday<br>8:30 a.m. to 5:00 p.m. |
| Esthetician – English   | Monday, Tuesday, and Thursday 9:00<br>a.m. to 3:00 p.m. | Wednesday and Friday<br>8:30 a.m. to 5:00 p.m.          |
| Esthetician – Vietnamese  | Monday, Wednesday, and Friday 9:00<br>a.m. to 4:00 p.m. | Tuesday and Thursday 8:30 a.m.<br>to 5:00 p.m.          |
| Manicuring – English  | Wednesday and Friday<br>9:00a.m. to 4:30 p.m.           | Monday, Tuesday, and Thursday<br>9:30 a.m. to 6:00 p.m. |
| Manicuring - Vietnamese   | Tuesday, Thursday, and Friday 9:00<br>a.m. to 3:00 p.m. | Monday and Wednesday<br>8:30 a.m. to 5:00 p.m.          |

## Instructional Methods

Instructional methods for in school and distance education include lecture, discussion, question and answer, instructor demonstration, cooperative learning, problem solving, individualized instruction, and student presentations. Clock hour activities are awarded based on the following;

- *Technical (theory) instruction* is defined as the instructor-led instruction given by demonstration, lecture, classroom participation, or examination, as measured in clock hours.
- *Practical instruction* is the total number of clock hours assigned to the actual performance of a complete service (practical operation), by the student, on a person or mannequin, as measured in clock hours.
- *Practical Operations Activities* represents the minimum number of activities that will be performed by the student.

Distance education is offered by Instructors in a synchronous online learning platform.

## Licensing: Applying for the State Exam

The school will help each student to apply for their state examination. Students must meet certain requirements prior to the school submitting the completed application to the State Board.

Students must demonstrate the following:

- Completed all hours and operations
- Completed All school requirements
- Completed All requirements for each required “Check List”
- Have a zero-balance owed to the school
- Has submitted all required documents to the school Financial Office

Please see the school registrar for additional rules and requirement.

## Leave Of Absence (LOA) Policy

Requests for a leave of absence must be submitted in writing, signed, and be dated. Written requests should be made in advance of the leave and should include a reason for the request. A leave of absence for the diploma programs may be granted for a minimum of 14 days and may not exceed 180 calendar days. A leave of absence will not be granted for less than two weeks (14 calendar days). Students may have only one leave of absence per 12-month period. Any exceptions to the maximum length of the leave or the number of leaves per 12-month period will be made in writing through the

School Director. If more than one leave of absence is granted, the total combined leave of absence periods may not exceed 180 days within any 12-month period. The student must notify the Chief Academic Officer of the date, reason, and anticipated length of the leave in writing prior to the start date of the requested leave. The period of the leave may not begin until the student has submitted, and Jasmine Beauty School has approved a written and signed request for an approved leave of absence, except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.

In the case of an unforeseen circumstance, the request and reason(s) for the leave of absence, along with documentation to show that the leave could not have been requested and approved in advance, must be submitted no later than the day the student returns. In these cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

A leave of absence may be requested for the following reasons:

- Medical (self or immediate family) – documentation from a doctor or hospital is required, identifying that the student is unable to attend school. Approved LOAs for medical circumstances require a doctor’s note clearing the student to return to class with no restrictions.
- Military – documentation of military service orders is required.
- Jury Duty – documentation of jury duty is required.
- Severe circumstances as approved by the School Director – supporting documentation of the severe circumstance is required.

If the school determines that there is a reasonable expectation that the student will return to the school, and the future class schedule permits the student to be registered into the same program prior to the leave, the school will grant the student an approved leave of absence. A student approved for a LOA is not considered withdrawn and no refund calculation will be processed. Tuition payments are still due on time to avoid any late fees during the time of the student’s Leave of Absence.

If the school determines that the requested leave of absence is not justified or if it will occur at a critical point in the program, the request may be denied, and the student may be required to drop from the program and apply for re-entry at a later date. If a student takes a leave without the proper administrative approval, the leave will be treated as a withdrawal from the program. In this case, the student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

Upon the return from leave of absence, the student is allowed to complete the coursework that began before the leave. All course work missed as a result of a leave must be made up at a mutually agreeable time before the maximum end date of the class. To make up work or classes missed, the student must check the Class Schedule for the next available date class will be given on the subject(s) missed and request permission from the school Director to attend the specific class. Students are required to make up any missed lessons or exams due to his/her absence. It is the responsibility of the student to schedule and successfully complete all missed work.

If the student does not resume attendance on or before the end of the approved leave of absence, the school will treat the student as a withdrawal from the program and apply the school’s refund policy in accordance with applicable published requirements. In this case, the student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

Only approved leave of absences will not involve any additional charges to the student. The student’s enrollment agreement will be extended by the same number of days taken in the leave of absence and must be initialed by the student and a School official. The student’s maximum time frame in the Satisfactory Academic Progress policy will be extended by the same number of days taken in the leave of absence.

## Satisfactory Academic Progress (SAP) Policy

The SAP policy is published in the School Catalog to ensure that all students receive a copy of the policy prior to enrollment. The Satisfactory Academic Progress policy consistently applies to every student enrolled at Jasmine Beauty School regardless of student status or schedule. The SAP policy contains both quantitative (attendance and maximum time frame) and qualitative (academic performance) elements that are evaluated at specified points and on a cumulative basis throughout the course of the program, as explained in the policy.

The SAP Policy includes criteria which must be satisfied for a student to be considered making satisfactory academic progress. A student who is failing to meet the criteria at any point outlined below will not meet the standard of Satisfactory Academic Progress and will be subject to academic warning, probation, or termination from the program.

Jasmine Beauty School does not offer remedial courses, therefore only the coursework in the program of study is evaluated.

### SAP Criteria: Qualitative

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis which equates to a letter grade. Students must maintain a minimum of "C" (70%) (2.0) cumulative grade average on theory and practical (operations) evaluations to maintain satisfactory academic progress status. Jasmine Beauty School uses the following Grading Scale:

#### Grading Scale

Numerical grades are considered according to the following scale:

| Numerical  | Alpha | Quality Points |                |
|------------|-------|----------------|----------------|
| 90% - 100% | A     | 4.0            | Excellent      |
| 80% - 89%  | B     | 3.0            | Above Average  |
| 70% - 79%  | C     | 2.0            | Average        |
| 60% - 69%  | D     | 1.0            | Unsatisfactory |
| 00% - 59%  | F     | 0              | Fail           |

Evaluation forms are issued to students upon completion of each increment of the course hours for students' review. This evaluation form reflects the overall Attendance and Academic progress of the student.

### SAP Criteria: Quantitative

1. **Attendance:** Students are required to attend 67% of the scheduled clock hours throughout the entire program and will be evaluated for attendance for each evaluation period

By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment agreement, at the end of each evaluation period, meeting these attendance standards ensures that the student can complete the course within 150% of the scheduled course length. See maximum time frame below.

Example:

*A student is scheduled to attend/complete 300 clock hours for the evaluation period. The student must attend/complete 200 clock hours of the 300-clock hour scheduled. (67% x 300 clock hours)*

*Scenario 1: The student attends 200 or more hours in the evaluation period, the student is meeting this requirement*

*Scenario 2: The student attends/competes less than 200 clock hours in the evaluation period, the student is not meeting this requirement.*

In addition to attendance standards relating to SAP, students are also required to adhere to certain general institutional policies relating to attendance and tardiness.

2. **Maximum Time Frame:** Complete the course within one and a half times (150%) the length of the course as defined in the catalog.

| Program                      | Total clock hours in the program | Maximum Time frame to complete the program, in clock hours completed. |
|------------------------------|----------------------------------|---|
| <b>Advanced Cosmetology</b>  | 1,500 clock hours                | 2,250 clock hours   |
| <b>Cosmetology</b>           | 1,000 clock hours                | 1,500 clock hours   |
| <b>Advanced Barbering</b>    | 1,500 clock hours                | 2,250 clock hours   |
| <b>Barbering</b>             | 1,000 clock hours                | 1,500 clock hours   |
| <b>Esthetician</b>           | 600 clock hours                  | 900 clock hours   |
| <b>Manicuring</b>            | 400 clock hours                  | 600 clock hours   |
| <b>Manicuring 102</b>        | 600 clock hours                  | 900 clock hours   |
| <b>Massage Therapy</b>       | 700 clock hours                  | 1,050 clock hours   |
| <b>Barbering Crossover</b>   | 200 clock hours                  | 300 clock hours   |
| <b>Cosmetology Crossover</b> | 300 clock hours                  | 450 clock hours   |

For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours. Students on an approved Leave of Absence will have the maximum time frame extended on the student's enrollment agreement and maximum time frame by the same number of days taken in the leave of absence.

Students who exceed the maximum time frame shall be terminated from the program and will not be permitted to reapply for admission.

#### Evaluation Periods

Evaluation periods are based on the **academic year** which is defined as 900 clock hours and 30 weeks of completed instruction.

Students are evaluated for Satisfactory Academic Progress as follows:

| Program                      | Total clock hours in the program | # Academic Year(s)   | Evaluation Points<br>(clock hours completed/ weeks completed)  |
|------------------------------|----------------------------------|----------------------|--|
| <b>Advanced Cosmetology</b>  | 1,500                            | 1 2/3 academic years | 450 Clock Hours and 15 weeks<br>900 Clock Hours and 30 weeks<br>1,200 Clock Hours and 40 weeks<br>1,500 Clock Hours and 50 weeks |
| <b>Cosmetology</b>           | 1,000                            | 1 1/3 academic years | 450 clock hours and 15 weeks<br>900 clock hours and 30 weeks   |
| <b>Advanced Barbering</b>    | 1,500                            | 1 2/3 academic years | 450 Clock Hours and 15 weeks<br>900 Clock Hours and 30 weeks<br>1,200 Clock Hours and 40 weeks<br>1,500 Clock Hours and 50 weeks |
| <b>Barbering</b>             | 1,000                            | 1 1/3 academic years | 450 Clock Hours and 15 weeks<br>900 Clock Hours and 30 weeks   |
| <b>Esthetician</b>           | 600                              | 2/3 academic year    | 300 clock hours and 10 weeks<br>600 clock hours and 20 weeks   |
| <b>Manicuring</b>            | 400                              | 4/9 academic year    | 200 clock hours and 7 weeks<br>400 clock hours and 14 weeks  |
| <b>Manicuring 102</b>        | 600                              | 2/3 academic year    | 300 clock hours and 10 weeks<br>600 clock hours and 20 weeks   |
| <b>Massage Therapy</b>       | 700                              | 7/9 academic year    | 350 clock hours and 12 weeks<br>700 clock hours and 24 weeks   |
| <b>Barbering Crossover</b>   | 200                              | 2/9 academic year    | 100 clock hours and 3.5 weeks<br>200 clock hours and 7 weeks   |
| <b>Cosmetology Crossover</b> | 300                              | 1/3 academic year    | 150 clock hours and 5 weeks<br>300 clock hours and 10 weeks  |

### Evaluation to Determine Progress Status

Jasmine Beauty School evaluates students' Satisfactory Academic Progress at the conclusion of each evaluation period. The evaluations is completed within seven (7) school business days following the established evaluation periods. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations and may request their SAP records at any time from the Chief Academic Officer.

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.

A student who is failing to meet the minimum requirements will not meet the standard of Satisfactory Academic Progress and will be subject to academic warning, probation, or termination from the program.

#### **Academic 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 while 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.

#### **Probation**

A student may be placed on Probation if the following occur:

1. The School evaluates the student's progress and determine that the student did not make satisfactory academic progress during the warning or previous evaluation period; **and**
2. The student prevails upon appeal of a negative progress determination prior to being placed on probation; **and**
3. The School determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; **or** The School develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

#### **Termination**

If a student fails to return to "Good Standing" at the end of a Probation period and does not successfully appeal that determination, he or she will face Academic Termination. In the case of Academic Termination, the last day of attendance (LDA) will be used to calculate the student's refund and/or balance due.

### Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting the minimum attendance and academic requirements by the end of the probationary period.

### Interruptions, Course Incompletes, Withdrawals

If an enrollment is temporarily interrupted due to 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 contractual period, and the 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 in the school will return in the same Satisfactory Academic Progress status as at the time of the withdrawal.

All incomplete or withdrawn coursework will count as attempted which may prohibit the student from completing within the maximum time frame.

A student may repeat a section of a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Grades for hours attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative

grade point average will reflect only the grade earned on the second attempt. A student who earns grade of "F" in any section of a course of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

#### Transfer Credit and SAP

Students who transfer clock hours from another institution that are accepted toward the Jasmine Beauty School course are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual hours completed at Jasmine Beauty School.

#### Appeal Procedure for SAP

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the school's administrator. The written request should be received within ten calendar days of the school's determination. The written request must describe why the student failed to meet satisfactory academic progress standards, along with supporting and verifiable documentation of the reasons why the school determination should be reversed. Some of the reasons for which students may appeal a negative progress determination are death of a relative, or an injury or illness of the student. Not all appeals will be approved. Appeals will only be considered for circumstances that were beyond the control of the student. This information should also include what has changed about the student's situation that will allow him/her to achieve Satisfactory Academic Progress by the next evaluation period.

Appeal documents/written request 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 the appeal, the Satisfactory Academic Progress determination will be reversed. If an appeal result in a denial and the original determination is uphold, the student will be unable to take further action.

### **Student Status**

Full time: Any student scheduled to attend 33 hours or more per week.

Part-time: Any student scheduled to attend at least 25 but less than 33 hours per week.

#### Change of Status

If a student finds that he/she is unable to attend his/her scheduled hours (full time or part time), then the student must a request a change of status from the school Director prior to attending more or less hours. A \$35.00 processing fee will be added to the student's tuition account for any change of status.

### **Student Clock Hour Policy**

The California Board of Barbering and Cosmetology will only recognize timeclock punched hours of attendance. As a result of this requirement, the 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. You will be given up to seven minutes to punch in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day only. If you do not arrive and clock in by 8:38 a.m., you may not clock in for the day without excused permission.

Students who are habitually tardy (four times in one month) will be counseled and if the tardiness continues, the student may be suspended or be placed on probation until the tardiness ceases. A 30-minute lunch break shall be taken for students who attend a six-hour class day or more.

If you are attending less than a 6-hour class day and desire to take a 30-minute lunch break, then the 30 minutes shall be deducted from your daily total hours, and you must clock in and out on your timecard for the lunch break. Once classes have started, no one from outside will be admitted to the classroom.

Instructors may not sign a student in or out. If an error is made on the student timecard, the instructor must draw a line through the error and make the appropriate correction. The student and instructor must initial the change.

You must clock in and out for the lunch break, and you must leave your timecard in the designated area. Failure to clock in and out for lunch break will be subject to disciplinary action. If a student is unable to take his/her lunch break at the



designated time (11:15 a.m. – 12:15 p.m.), he/she must report to the instructor to be assign a different lunch time. The timecard must be signed by the student and instructor daily.

### **Timecards and Student Hours**

All students are responsible for the accuracy of their time sheets. Students must clock in and out at the required times and record all hours of classroom attendance and operations completed on the time sheet in the appropriated space. The student must present the completed time sheet to an instructor for verification of accuracy and a signature by the instructor at the end of each day of class. If the time sheet is not signed by an instructor, the student will not receive credit for the days of operation. Students are not to remove time sheets from the school premise at any time. Forged or altered timecards are grounds for immediate expulsion.

All time clock hours, classroom hours, and operations hours are posted weekly using the school's computerized attendance system. The time sheets are then filed in the student's time sheet folder. Students wishing to review their time sheets with the school Director must make their requests in writing. An appointment to review the time sheets will be scheduled within five days.

### **Timecard Credit**

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

- Each theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category. The portion of the timecard reflecting hours are in the theory hours earned and any classes the instructor has taught.
- The portion of the timecard concerning operations is to be applied efforts of the students, as they manually perform a practical subject. According to the students, some practical operations may take longer to perform.
- Note the following time frame the Board of Barbering and Cosmetology gives for each operation:

|                                 |                               |
|---------------------------------|-------------------------------|
| Shampoo/set = 1 ½ hours         | Scalp Treatment = ½ to 1 hour |
| Permanent Wave = 2 to 2 ½ hours | Facial = 1 ½ to 2 hours       |
| Manicure = ½ hours,             | Hair cut = ½ to 1 hour.       |

Using the given examples, it is understandable if the Board of Barbering and Cosmetology would not consider a student capable of performing more than three Permanent Waves per day.

# SCHOOL POLICIES

Schools and businesses rely on standards and rules in order to operate successfully. To comply with the expectations from the California Board of Barbering and Cosmetology, and to be professional.

Students must comply with all instructions, directions, and orders given by school personnel relative to school activities. Insubordination, drugs or alcohol usage on campus will not be tolerated. All assignments, tests, and homework must be made up for excused absences. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff. These guidelines may be revised at any time as the school administrator deems necessary to meet internal, state, and federal standards.

## Appearance

- 1) Clean white uniform coat is required with black or blue pants or skirt (knee length or longer)
- 2) Must have closed toes shoes, no high heel shoes
- 3) Students must furnish their own equipment and implements for the practical operations
- 4) No gum chewing, smoking, food, coffee, or soda at stations, or in classroom

## Equipment

Supplies for personal services must be furnished by all students. Kits and equipment must be kept in sanitary condition at all times according to California Board of Barbering and Cosmetology guidelines. Mirrors and stations must be kept clean by students.

## Student Rights and Responsibilities

### ***Student Rights***

You have the right, and should ask the school the following questions:

- The names of its accrediting and licensing organizations
- About its program, laboratory, other physical facilities, and its faculty
- What is the cost of attending, and the refund policy for students who drop out
- Gainful employment statistics
- Can the school credits transfer hours to another school?
- How much of your financial need, as determined by the school, has been met
- Does the school offer a Work-Study program?
- How does the school determine whether you are making Satisfactory Academic Progress, and what happens if you are not?
- What special facilities and services are available to the handicapped?
- The availability of GED programs, if the school admits students who do not have a high school diploma or the equivalent.

### Student Responsibilities

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling
- To read and understand the school Catalog in its entirety
- Read, understand, and follow all school policies and procedures, including those on attendance and maintaining Satisfactory Academic Progress
- Notify the school of changes in name, address, or attendance status (full time or part time)
- Understand the school's refund policy
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete a course, refund policy and termination procedures as specified in the enrollment agreement you will be asked to sign

### ***Violations leading to One Week Suspension***

- Leaving school grounds without supervisor permission
- Failure to come to school without the necessary equipment

- Not following class/floor instructor directions
- Use of foul language, ethnic, racial, or sexual slurs
- Use of products, services not charged on service ticket, or using any product not carried by the school
- Carrying any timecard off school grounds
- Smoking or eating outside a designated area
- Spreading gossip about another student or staff member
- Improper Attire (uniform), or using unauthorized uniform substitutes
- Practice of improper sanitation and sterilization measures
- Failure in daily cleanup of work area and assigned duty at the end of the day
- Failure to clock in and out in the proper manner
- Being late to class or leaving class/clinic without proper authorization

#### Reasons for a Student's Immediate Dismissal/Withdrawal

- Perpetration of theft of any object belonging to another student, customer, and school.
- Clocking another student timecard or having another student do the same for you.
- Forging any information on the timecards.
- Use of or being under the influence of drugs or alcohol in school.
- Causing class disruption after being warned for the same infraction in the past.
- Physical or vulgar abuse of another individual committed on campus grounds.
- Willfully not following school rules or guidelines.
- Possession, intent to sell or furnished a firearm or other dangerous weapon on school property.
- Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia
- Caused or attempted to cause damage to school or private property
- Knowingly received stolen school or private property
- Committed or attempted to commit a sexual assault or committed a sexual battery
- Harassed, threatened, or intimidated a person who is a complaining witness or is otherwise involved in a school disciplinary proceeding
- Committed sexual harassment
- Engaged in harassment, threats or intimidation of school or individuals
- Made terrorist threats against school officials or school property
- Any other misconduct the school deem as deserving of immediate withdrawal

In general, three suspensions constitute sufficient cause for withdrawal from the school. The above guidelines do not encompass all violations that may occur, and they are not all inclusive and/or limit any action by the school in any way.

#### Drug and Alcohol Abuse Prevention

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 85, 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, such as low birth weight, birth defects, 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 any employee 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 and 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 a written notice to this institution of their conviction for a criminal drug offense occurring in the workplace within 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:

United States Department of Education / Director of Grants and Services  
400 Maryland Ave. 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 the institution through:

**Alcohol & Drug Abuse Hotline 800-237-6237**

Students and employees seeking assistance in overcoming a drug or alcohol related problem are encouraged to contact this organization. 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.

#### Grievance Procedure

This policy is provided in this Catalog so that students are aware of the policy prior to enrollment.

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

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to your immediate instructor.
3. If you are unable to deliver the form to the instructor, you may mail it to the School Director:  
Mr. Hung Vi La, Address - 5911 University Ave, Ste 318-319, San Diego, CA 92115
4. All grievances regardless of the nature will be given to the School Director for review.
5. The School Director will evaluate the grievance and set up an appointment with the person/student within five days from receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free number **(888)370-7589** or by completing a complaint form, which can be obtained on the Bureau's website (address below).

Also any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to BPPE:

California Department of Consumer Affairs, Private Postsecondary Education  
P.O. Box 980818, West Sacramento, CA 95798-0818.

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Toll Free Phone Number: (888)370-7589

Fax (916)263-1897

It is highly recommended, however, not mandatory, that students use the internal grievance process first and bring their complaints to the School first. In most cases, this will resolve the complaint faster and produce a satisfactory result. However, students may contact the Bureau at any time.

#### Disclosure of Education Records

Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in their education records. However, a school official must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain institutional and student records for six years. Students' transcripts are maintained indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies that are authorized by law. Please refer to **Notification of Right under FERPA**.

### Notification of Right under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days from the time the school receives a request for access. A student should submit to the appropriate official of the school a written request that identify the record or records the student wishes to inspect. The school office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to request the school to amend a record should write the school official responsible for the record, clearly identify the part of the record that the student want changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A *school official* is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, consultant, or collection agent); a state, accreditation, or federal regulatory or oversight agency who requires student information in the course of business or by request; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### Policy Against Sexual Harassment

It is the intent of Jasmine Beauty School to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, but sexual harassment also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtures is made a term or condition of employment;
- Employment decisions are made on the basis of whether submission to or rejection of sexual overtures occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

At Jasmine Beauty School, sexual harassment of or by employees includes the following:

- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;

- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;
- Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go or other tasteless sexually oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work Performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.
- Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

At Jasmine Beauty School, sexual harassment of or by employees toward students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
- Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to the School Director. All allegations of sexual harassment of or by student, Instructor, or any other Jasmine Beauty School personnel will be promptly and thoroughly investigated by the Jasmine Beauty School Administration.

Jasmine Beauty School recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

It is improper conduct for a Jasmine Beauty School Instructor to engage in a romantic or sexual relationship with a student enrolled in the Instructor's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision.

Romantic or sexual relationships between any Instructor and a student then enrolled in the Instructor's class (including supervised student activities for which academic credit is given) or between any school employee and a student enrolled in the school may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the school environment. At Jasmine Beauty School, romantic and sexual relationships between an Instructor or an employee and a student are subject to the prohibition against sexual harassment.

#### Social Security Number

Jasmine Beauty School is dedicated to ensuring the privacy and proper handling of confidential information pertaining to students and employees. The Social Security number shall be required of all entering students for their permanent student records. An alternative student identification number will be assigned to each student. This identification number will be used for all purposes that do not require a social security number. In no event shall grades be posted using the social security number.

### Students with Disabilities

Jasmine Beauty School does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Accommodations are granted on a case-by-case basis for those students who are eligible by showing sufficient documentation of disability in compliance with all Federal and State Laws. The school administrators will handle provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

The school currently provides handicap access. Requests for other accommodations must be made to the Chief Academic Officer. On occasion, the Chief Academic Officer may work together with the School Director to resolve requests concerning academic adjustments.

With the goal of promoting integration and equality among the student population, the School provides individual assistance to students with documented disabilities. Disclosure of disability is voluntary. Students with disabilities must request adjustments or other accommodations prior to the admissions/enrollment time frame and provide appropriate documentation to the Chief Academic Officer. Documentation received may be questioned if proper credentials are not provided, or if the diagnosis is without supporting data. The School maintains all records as confidential.

Upon review of the documentation, the Chief Academic Officer will develop a letter of acknowledgement of the disability and the appropriate accommodations that will be provided to the student. The Chief Academic Officer will contact the student's professors to notify them of the authorized adjustments. In case the adjustments do not work, the student must notify Chief Academic Officer in order to ensure timely arrangements.

Students that require extra time for testing may take examinations under the supervision of the Chief Academic Officer, in agreement with the course professor. Students should allow two to three weeks for processing of additional aids or educational materials. The School provides these auxiliary aids and services on an individual basis. These aids and services may include, but are not limited to: registration assistance, approval of reduced course load, letters to instructors outlining accommodation needs, note takers, testing accommodations, classroom and other facility accommodations, and assistance with accessibility issues.

### Appeal Disability Documentation Decision

The student may appeal any decision related to a requested accommodation or auxiliary aid to the School Director who will respond to the student's appeal not later than ten (10) days upon submission of a student's appeal. Such an appeal must be made in writing to the School Director not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation, or other written material, which the student desires to be reviewed by the School Director, shall be submitted together with the notice of appeal. The School Director shall investigate and respond to the notice of appeal in writing, stating the decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid. The School Director's decision is final.

# STUDENT SERVICES

## Academic Advising

Jasmine Beauty School is an institution that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Instructors are available to advise and mentor students with regards to academic and professional decisions. Instructors are receptive to developing a professional relationship with each student. As such, the students should feel comfortable, if the need arises, to seek advice of an Instructor with regards to academic and professional matters.

## Professional Counseling

Students who may be in need of professional counseling for any concern they may have, such as stress, alcohol abuse, family issues, and others, may request a list of local counseling services in the area from the School Director or Chief Academic Officer. Many of these practices offer sliding scale fees.

## Job Placement Assistance

Job placement assistance is provided to graduates and students at no additional charge. While the school cannot guarantee employment for graduates, the school does make every effort to help them obtain employment. The school maintains a network of relationships with professionals and employers throughout the San Diego County who are frequently seeking our graduates. Please call our registrar for job opportunities and career counseling.

## Housing

Currently, our school does not offer any type of housing, nor do we offer any type of housing assistance, such as housing referral, location assistance or financial housing assistance. The school does not have a dormitory facility under our control. There is housing available within the immediate school facility that varies in cost from \$500.00 to \$2,500.00 depending on the number of residents per apartment or home to be acquired.



# TUITION & FEES

## Tuition Charges

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

| PROGRAM               | TUITION *   | REGISTRATION FEE ** | BOOKS AND SUPPLIES*** | KIT***   | STRF FEE | TOTAL       | WEEKS  |
|-----------------------|-------------|---------------------|-----------------------|----------|----------|-------------|--------|
| ADVANCED COSMETOLOGY  | \$11,250.00 | \$75.00             | \$190.00              | \$485.00 | \$5.50   | \$12,005.50 | 40-97  |
| COSMETOLOGY           | \$9,250.00  | \$75.00             | \$190.00              | \$485.00 | \$4.50   | \$10,004.50 | 25-40  |
| ADVANCED BARBERING    | \$10,275.00 | \$75.00             | \$170.00              | \$480.00 | \$5.00   | \$11,005.00 | 40-97  |
| BARBERING             | \$8,775.00  | \$75.00             | \$170.00              | \$480.00 | \$4.50   | \$9,504.50  | 25-40  |
| ESTHETICIAN           | \$3,800.00  | \$75.00             | \$275.00              | \$480.00 | \$2.00   | \$4,632.00  | 15-38  |
| MANICURING            | \$1,775.00  | \$75.00             | \$140.00              | \$350.00 | \$1.00   | \$2,341.00  | 10-16  |
| MANICURING 102        | \$2,575.00  | \$75.00             | \$140.00              | \$210.00 | \$1.50   | \$3,001.50  | 15-38  |
| MASSAGE THERAPY       | \$5,375.00  | \$75.00             | \$550.00              | \$0      | \$2.50   | \$6,002.50  | 15-44  |
| MICROBLADING          | \$2,425.00  | \$75.00             | \$0                   | \$500.00 | \$1.00   | \$3,001.00  | 3 DAYS |
| COSMETOLOGY CROSSOVER | \$1,925.00  | \$75.00             | \$0                   | \$0      | \$1.00   | \$2,001.00  | 8-10   |
| BARBERING CROSSOVER   | \$2,925.00  | \$75.00             | \$0                   | \$0      | \$1.50   | \$3,001.50  | 6-8    |

\* Only tuition is refundable per the refund policy.

\*\* Registration fee is non-refundable.

\*\*\* Books and Supplies and Kit will be provided after the cancellation period and shall be non-refundable if used or removed from packaging.

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

## Other Optional Fees:

- Late payment fee: \$10 per late fee (monthly payment plan).
- Returned check fee: \$35 per incident.
- Re-enrollment fee: \$50.00
- Extra Instruction Charges: Students are expected to complete their training within the maximum time scheduled as specified in the Enrollment Agreement. If the student exceeds the expected schedule graduation date as outlined in the enrollment agreement, an extra instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Advanced Cosmetology 1500/Cosmetology 1000- \$6.00/hour, Advanced Barbering 1500/Barbering 1000- \$6.00/hour, Esthetician - \$6.00/hour, Manicuring - \$4.00/hour, Massage Therapy - \$6.00/hour.
- Brush-Up for Licensing Exam: Students requiring preparation for the licensing exam will be billed at the course hourly rate, depending on which license they are applying for, and a registration fee of \$75.00. Students must furnish their own equipment. A minimum number of hours will be required and must be approved by the School Director prior to enrollment.

**Distance Education:** Please note that students engaged in distance education do not have additional fees related to the distance education platform, nor are any additional fees assessed to verify the student identity in this learning platform.

## STRF: Student Tuition Recovery Fund Disclosures

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

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

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

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

To be eligible for STRF, you must be a California resident or are 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 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 has been unable to collect the award from the institution.
- 7) You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges to two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

#### Method of Payments

The school accepts cash, debit/credit card, money order, and check.

#### Collection of Tuition

Students are expected to contribute from their own financial resources toward their cost of attendance. At the student’s option, the school may accept a full payment for tuition and fees after the student has been accepted and enrolled in a Manicuring course. For students who are enrolled in Cosmetology, Barbering, Esthetician, or Massage Therapy courses,

the financial officer will develop a personalized tuition payment program, and students have the option to make payments on a weekly, monthly, and/or quarterly schedule.

If a student elects to use a Tuition Payment Plan, a Retail Installment Agreement is required. This Tuition Payment Plan is in compliance with the Federal Truth-In-Lending requirements (Regulation Z). The Retail Installment Agreement, if elected, is incorporated into the student's Enrollment Agreement, by reference.

**ANY CHANGES IN THE STUDENT FINANCIAL PLAN MUST BE UPDATED WITH EACH CHANGE OCCURRENCE.**

Right to withhold Transcripts and Grades for Non-Payment of Tuition

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition is paid in full. **CEC. Section 94828 per BPPVE Reform Act January 1, 1998.** Jasmine Beauty School does not use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the school.

Pre-Application for Licensing Exam

Students will be allowed to pre-apply for the licensing exam provided they have paid their account in full at the appropriate pre-application clock hours and provided they have maintained a 90% attendance throughout their program of study and have not received any suspension. Out of state and transfer students will not be allowed to pre-apply.

## **CANCELLATION & REFUND POLICY**

### **Cancellation Policy: Student Right to Cancel**

Cancellation Prior to the Start of Classes.

A student may cancel their enrollment, for any reason. In the event of a student cancellation, all monies paid by an applicant, less the non-refundable enrollment fee, will be refunded within 45 days, if:

1. The Student and/or the parent/legal guardian cancels the contract within three (3) business days of signing the enrollment agreement, regardless of whether instruction has begun; or
2. The Student and/or the parent/legal guardian cancels after three (3) business days of signing the enrollment agreement, but before instruction begins; or
3. Student cancels within three (3) business days following the regularly scheduled orientation procedures; or
4. Student cancels after the first day of class attendance, or the seventh day after enrollment, whichever is later; or
5. For students who enroll prior to visiting the campus will have an opportunity to cancel their enrollment within three (3) business days following a tour of Jasmine Beauty School's facilities and inspection of equipment.

Cancellation shall occur when you give written notice of cancellation at the institution's address. Cancellation can be made in person, by electronic mail, by Certified Mail. The written notice of cancellation, if sent by mail, will be accepted when it is deposited in the mail and properly addressed with prepaid postage. The written notice of cancellation need not take on any particular form, however expressed; it will be accepted only when submitted directly to the Financial Office stating that you no longer wish to be bound by the enrollment agreement.

Cancellation After the Start of Classes

If a student cancels after the first day of class, he/she must provide written notice of the withdrawal to the Jasmine Beauty School. The student will be responsible for the following:

- The non-refundable enrollment fee,
- The cost of any textbooks or materials accepted during enrollment, and
- Tuition as of the student's last date of physical attendance, based on the refund policy below.

A student withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Cancellation Policy: Jasmine Beauty School Right to Cancel**

Jasmine Beauty School reserves the right to cancel a start date due to any circumstances that it deems would be in the students' best interest. Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either:

- A guaranteed reservation in the next scheduled class for that program, or
- Cancellation of enrollment with a full refund of all pre-paid tuition and fees (less non-refundable application fee).

Refund will be made within forty-five (45) calendar days.

### Cancellation/Termination of Student Enrollment

Jasmine Beauty School may terminate a student's enrollment for one of the following reasons:

1. Insufficient academic progress, and/or
2. Non-payment of academic costs, and/or
3. Failure to comply with rules and policies established by the school as outlined in the Catalog and this Enrollment Agreement.

The date of withdrawal shall be deemed the last date of recorded attendance. All refunds and return of funds will be made within forty-five (45) calendar days of the date of determination.

### **Refund Policy**

#### Refund if Jasmine Beauty School Rejects an Applicant

Jasmine Beauty School will notify the student, in writing, of his or her acceptance or rejection. In the event that an applicant is rejected by the School, all tuition, fees, and other charges will be reversed, and any pre-payment of tuition and fees (less non-refundable application fee) will be refunded. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

#### Pro-rata Refund Policy

After the cancellation period, the institution provides a pro rata refund of all funds paid for tuition charged to students who have completed 60% or less of the period of attendance. When more than 60% of the enrollment period in the course has incurred (including absences), there will be no refund to the student.

The following apply to the refund policy:

- If the amount that you have paid is more than the amount that you owe for the time you've attended, then a refund will be made within forty-five (45) calendar days of the official withdrawal.
- If the amount that you owe is more than the amount that you have already paid, then you will have to pay for the remaining difference owed. Official withdrawal date is on the student's notification or school's determination.
- The registration fee of \$75.00 is a non-refundable item.
- Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are not returnable. Once received by the student, they are the property of the student and will represent a liability to the student.

#### Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the Financial Office of your intent to withdraw.
- The date the school terminate your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The date of the determination of withdrawal will be the scheduled date of return from leave of absence.

All refunds will be made within forty-five (45) calendar days of the date of determination.

### Withdrawal Calculations

This is a calculation is required by the School's licensing agency. The formula considers the percentage of the course completed and it applies that percentage to the school charges to determine how much the school earned of those charges, how much was paid toward those charges and the amount owed, if any, by the student to the school. The following table outlines the refund due based on percentage of training completed, using scheduled hours (including absences):

| Total Program Cost | Less Registration Fee | Less Books and Supplies | Less STRF Fee | Tuition Cost |
|--------------------|-----------------------|-------------------------|---------------|--------------|
| \$12,006.00        | \$75.00               | \$675.00                | \$6.00        | \$11,250.00  |

| Tuition Cost | Course Hours | Hourly Rate | Tuition Paid | Hours Attended | Tuition Owed | Refund Due |
|--------------|--------------|-------------|--------------|----------------|--------------|------------|
| \$11,250.00  | 1,500        | \$7.50/hour | \$11,250.00  | 700            | \$5,250.00   | \$6,000.00 |

In this refund scenario, Jasmine Beauty School will refund \$6,329.00 to the student.

For additional information or examples of refunds, please contact the Finance Office.

### Program Cancellation and School Closure Policies

If a program is canceled subsequent to a student's enrollment, and after instruction in the program has begun, the school shall provide a full refund of all monies paid, in compliance with its Refund Policy.

If the School cancels a program and ceases to offer instruction in that program 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 or will provide a full refund of all monies paid, in compliance with its Refund Policy.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will provide a pro-rata refund, in compliance with its Refund Policy.

All refunds will be made within forty-five (45) calendar days of the date of determination.

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End of Catalog



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