

# THANH LE COLLEGE, SCHOOL OF COSMETOLOGY

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12875 CHAPMAN AVE ♦ GARDEN GROVE ♦ CA ♦ 92840 ♦ T: 714-740-2755  
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# *SCHOOL CATALOG*

*July 1, 2019 thru June 30, 2020*

The catalog is updated annually or when needed.

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***YOU MUST BRING THIS COMPLETED FORM WITH YOU ON THE DAY THAT YOU CHOOSE TO ENROLL***

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### **PRE-ENROLLMENT RECEIPT OF INFORMATION**

Applicant's Name \_\_\_\_\_

Program of Interest \_\_\_\_\_

**IT IS EXTREMELY IMPORTANT THAT YOU UNDERSTAND OUR SCHOOL AND ITS POLICIES AS PART OF YOUR DECISION TO ENROLL WITH US.**

Please read and understand the school's catalog and school disclosures prior to enrolling at the school. The school's catalog and information is available on the website **www.thanhlecollege.com** or by visiting the school in person.

The items below are especially important and require your additional attention.

Please note the page number for each catalog item in the space provided.

Please initial and date each item below to certify that you have read and understand each of them.

***It is important that you ask any questions about each specific section before initialing that section.***

<b><u>Topic</u></b>	<b><u>Location</u></b>	<b><u>Page #</u></b>	<b><u>Initials</u></b>	<b><u>Date</u></b>
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School's Licensure Rate	www.thanhlecollege.com	-		
School's Job Placement Rate	www.thanhlecollege.com	-		
Pre-Requisites for Employment	www.thanhlecollege.com	-		
Certification or Licensure Requirements	Catalog			
State-required Information	Catalog			
Satisfactory Academic Progress Policy	Catalog			
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### Approval Disclosure Statement

Thanh Le College, School of Cosmetology, is approved by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. Approval by the Bureau means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continued review. Cosmetology, Manicuring, Cosmetician and Cosmetology instructor trainee Trainee programs are currently approved by BPPE.

Institution's approval to operate as a private postsecondary institution in the state of California is based on provisions of the CPPEA of 2009 (California Education Code, Title III, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor filed a petition within the preceding five years. School has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the US Bankruptcy Code (11 USC U.S.C section 1101 et seq.)

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

**Bureau for Postsecondary Education**  
**PO Box 980181 West Sacramento, CA 95798-0818**  
**(888) 370-7589**

The State of California's Department of Consumer Affairs – **Board of Barbering and Cosmetology (BBC)** is responsible for protecting and educating consumers who seek barbering and cosmetology. The BBC also regulates the individuals who provide these services and the salons in which the services are performed. Upon passing the Board's Barbering and Cosmetology Examination for Licensure, graduates of Thanh Le College will be issued their licenses and become privileged to work in their field in the State of California. If you have further questions or concerns, BBC may be contacted at:

**Board of Barbering and Cosmetology**  
**PO Box 9442264 Sacramento, CA 94244-2260**  
**(800) 952-5210**

Thanh Le College takes great pride in offering courses that have been accredited by **NACCAS**, the **National Accrediting Commission of Career Arts & Sciences**. NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences. These courses currently include *Cosmetology, Cosmetician and Cosmetology instructor trainee Training and Manicuring*. If you have further questions or concerns, contact NACCAS at:

**NACCAS**  
**3015 Colvin St, Alexandria, VA 22314**  
**(703) 600-7600**

Thanh Le College is also recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant Program and the Federal Supplemental Education Opportunity Grant program.

Course name	CIP	Credits	Instr. Weeks	Award
<b>Cosmetology*</b>	<b>12.0401</b>	<b>1600 hrs</b>	<b>54-80 weeks</b>	<b>Certificate</b>
<b>Cosmetician*</b>	<b>12.0408</b>	<b>600 hrs</b>	<b>20-30 weeks</b>	<b>Certificate</b>
<b>Cosmetology instructor trainee Trainee*</b>	<b>12.0413</b>	<b>600 hrs</b>	<b>20-30 weeks</b>	<b>Certificate</b>
<b>Manicuring</b>	<b>12.0410</b>	<b>400 hrs</b>	<b>14-20 weeks</b>	<b>Certificate</b>

\* This course is eligible to participate in the USDE Title IV programs

## **Mission and Educational Objectives**

Thanh Le College is determined to always offer a strong curriculum in the field of cosmetology and to maintain that curriculum with the most modern techniques and the freshest styles. We at Thanh Le College feel that education is of pinnacle importance. Our faculty and staff are selected based on their abilities as well as their desires to help the students to achieve their educational goals. The administrators and instructors are encouraged to work closely with the students and attempt to tailor the educational experience to the individuals' needs. The College strives to ensure that each and every course that it offers is structured such that its graduates will have gained the necessary skills and knowledge to be competent, confident and professional as they embark onto their new employment in the new cosmetology industry.

## **Administrative Business & School Hours**

The school administrative offices are open for business Tuesday through Friday 9:00 am to 5:30 pm and Saturday 9:00 am to 2:00 pm. For issues related to admissions, academics, financial aid, and job placement, feel free to visit our office during these business hours or to make an appointment, please call (714) 740-2755.

## **Admission Policies**

Note: *Thanh Le College does NOT actively recruit students from other institutions.* The school will admit an applicant who into a course *leading to State Licensure* when one of the following set of criteria has been satisfied:

Financial Aid Students cosmetology, cosmetician & cosmetology instructor trainee trainee	Non-Financial Aid Students cosmetology, cosmetician, manicuring & cosmetology instructor trainee trainee
1. must be 17 years of age or older	1. must be 17 years of age or older
2. provide valid identification	2. provide valid identification
3. provide a social security card	3. provide a social security card
4. provide legal residency	4. Does not applied
5. *provide a copy of High School Diploma, GED or its equivalent	5. provide a copy of High School Diploma, GED or its equivalent
6. pass the school's admission test with a score of 70% or higher	6. pass the school's admission test with a score of 70% or higher
7. Prospective Instructor Trainee students must have a current California cosmetologist license in order to enroll in the Cosmetology Instructor Trainee program	7. Prospective Instructor Trainee students must have a current California cosmetologist license in order to enroll in the Cosmetology Instructor Trainee program

\*The institution's admission policies require that each student meet one of the following:

a. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or

b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or

c. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

“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.”

**Please note:** *Thanh Le College does not provide an English-as-a-Second-Language course. Instruction is only taught in the English language. Visa services are not provided.*

As of **July 1, 2012**, Thanh Le College will not be accepting ability-to-benefit students. All prospective students who wish to apply for federal aid must obtain a U.S high School Diploma or its equivalent.

It is the institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the institutional catalog, the Institutional Performance Fact Sheet and other disclosures posted at the institution's website at [www.thanhlecollege.com](http://www.thanhlecollege.com). These documents will assist the student to make a more educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually; the dates covered by the documents are stated on the cover page.

### **Notice of Student Rights**

1. You may cancel your contract for school, without any penalty or obligation, on or before, the tenth business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day of class.
  - a. Please Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities.
  - b. If you have lost your Notice of Cancellation Form, ask one of the school's faculty members for a sample copy.
2. Once the cancellation period has passed, you still have a right to discontinue your education at the school at any time and you have the right to receive a refund for the portion of the course that has been paid for but not yet taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask one of the school's faculty members for a description of the refund policy.
3. If the school closes (goes out of business) prior to your graduation, you may be entitled to a refund.
4. Persons seeking to resolve problems or present complaints should first contact the supervising instructor.
5. Requests for further action may be made to the Institution's Director. If you have any complaints, questions, or problems, which you cannot resolve with the school, write or call:

“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 toll-free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).”

### **Re-Entry Policy**

Students that are re-entering their course of training at this institution will be given any prior credits that they have received. The credits will be given regardless of the time frame that has occurred since their prior enrollment. Each re-entry is treated on an individual basis. Thanh Le College reserves the right (with just cause) to reject a student's re-entry.

### **Transfer Policy**

Thanh Le College does not accept credits earned at other institutions or transferring students from other institutions.

### **Transferability of Credits & Credits earned at our College**

The transferability of credits you earn at THANH LE COLLEGE, SCHOOL OF COSMETOLOGY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn at Thanh Le College, School of Cosmetology, is also at the complete discretion of the institution to which you may seek to transfer. If the hours 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 the institution you are transferring. 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 THANH LE COLLEGE, SCHOOL OF COSMETOLOGY to determine if your hours will transfer.

### **Attendance Policy**

Full-time students shall be scheduled to attend classes a minimum of 30 clock-hours per week. Part-time enrollees shall be scheduled for a minimum of 20 clock-hours per week. Excessive absences will be reviewed with individual students as needed. Student who has been absent for 10 consecutive business class days shall be dropped from the college. If a student is absent for **7 consecutive class** days without notification, the school will attempt to contact the student in order to determine the student's anticipated date of return.

### **Calendar & Holidays**

The College will be closed in honor of the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Additional closure dates due to "Special" holidays or other reasons may be declared and will be disclosed two weeks in advance. Students that wish to observe other religious holidays are respected and will be excused.

### **Career Counseling**

The College counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors.

### **Class Schedules**

Classes are held Tuesday through Friday, from 9:00 a.m. until 4:00 p.m. and Saturdays, from 9:00 a.m. until 2:00 p.m. Theory classes will be taught Tuesday through Friday, from 9:00 a.m. to 3:00 p.m. As students' schedules may dictate, additional sessions may be arranged. New classes will begin each Tuesday, or the first available business day of the week. The College is closed Sundays and Mondays. Class sessions are held at 12875 Chapman Ave, Garden grove, CA 92840.

### **Constitution Day and Citizenship Day September 17<sup>th</sup>**

Constitution Day is observed each year on September 17th to commemorate the signing of the Constitution on September 17, 1787. It is also known as Citizenship Day, which "recognize all who, by coming of age or by naturalization, have become citizens."

### **Copyright Infringement**

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punish by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

### **Credit for Class & Practice Hours**

Students are required to record their attendance by maintaining proper time cards. Students will “Clock IN” when they arrive at school, Clock “IN and OUT” when taking their lunch break and “Clock OUT” when leaving for the day. California limits students to a maximum of 8 hours total credit per day. Students will be allowed up to seven (7) minutes to Clock-IN and receive credit for the full quarter (1/4) hour. Otherwise, the students Clock-IN time will be advanced to the next ¼ hour. Students will receive credit after an instructor has graded each operation or project. The operations earned are recorded on the student’s time card. The student and an instructor must initial the time card daily. At the end of the week, a new time card is prepared from the prior week’s card. Student hours and operations, once properly earned by the student, will not be deducted from the student records for any reason.

### **Disclosure and Retention of Student Records**

Educational records are defined as: Files, materials and documents maintained by the institution that contain information directly related to each student's period of enrollment. Students and parents or guardian of dependent minors have the right to inspect, review, and challenge information contained in the institution’s student records. However, a staff member must be present in order to provide clarification and/or answers to questions raised during the review of the student’s file. Written consent from the student and/or the parents of a minor student and/or the parents of a tax-dependent student is required before educational records may be disclosed to any other party, with the exception of accrediting commissions and governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents.

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All student records shall be retained for a minimum of six (6) years following the last day of attendance. Following this period, records may be destroyed.

### **Dismissal Policy**

Students who have 10 or more consecutive absences will be dismissed from the college. Failure to return from an approved leave of absence is also grounds for dismissal. Other grounds for dismissal are possession of drugs, weapons, and theft.

### **Drug Abuse Prevention Program**



The College strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with (TLC) who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

<b>CRISIS HOT LINE</b>		<b>(714) 834-6900</b>
<b>THE ROQUE CENTER</b>	<b>9842 w 13<sup>TH</sup> STREET, GARDEN GROVE</b>	<b>(714) 839-0607</b>
<b>MARIPOSA WOMEN'S CENTER</b>	<b>812 TOWN &amp; COUNTRY, ORANGE</b>	<b>(741) 547-4810</b>

### **Facilities**

Thanh Le College occupies a spacious 5000 square-foot facility located at 12875 Chapman Ave, Garden Grove, California. The school is designed to emulate salon conditions while allowing areas for study and discussion. We have one facial room, one theory classroom, and a spacious clinic floor consisting of 40 hair stations, 12 shampoo bowls, 12 hairdryers and 20 manicuring tables.

*Access and assistance are available to those that employ the use of a mobility aid.*

### **Family Educational Rights and Privacy Act (FERPA)**

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, at 400 Maryland Avenue, SW Washington, D.C. 20202-8520

### **Financial Aid Students**

For all students receiving Title IV Financial Aid, their cumulative attendance grade must be maintained at 67% or more of the Scheduled Attendance (as stated on the Contract). This will ensure that the student will complete the course of study within 150% of the period stated in the enrollment agreement (as required by the U.S. Department of Education) and continue to receive financial aid. If a student is absent for 7 consecutive class days without notification, the school will attempt to contact the student in order to determine the student's anticipated date of return. After a student has been absent for 10 consecutive days, the student will become ineligible for Financial Aid and shall be dropped from Title IV Assistance, the student shall be responsible for all remaining charges.

### **Grievance Procedure**

In the event that a student has a grievance that cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to take their grievance to the Institution's Director. It is preferred that grievances be presented in writing but the college will accept verbal complaints. However, if after discussing the matter with the school's Director, the issue remains unresolved, students may present their grievance to Thanh Le, Owner. The school will provide a written response to all grievances within 10 business days. For further action (if the matter cannot be resolved at the institution), please contact BPPE.

"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 toll-free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."

### **Health and Physical Considerations**

All students in the cosmetology, manicuring, cosmetician and cosmetology instructor trainee field must be in good physical health since he/she will be working in direct contact with customers. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

### **Housing and Dormitory**

Thanh Le College does not offer any student housing. If you need assistance in finding housing, please contact the school administrator. We will be able to provide referrals to possible housing websites or resources, but Thanh Le College does not take responsibility for any housing placement. Housing and rentals are available in the area near the college, the approximate cost ranges from \$1200 to \$2000 per month based on availability.

### **Library**

The Library is located in the admissions office and shall be kept locked at all times to prevent theft. Students may request access to the materials at any time during business hours. The library is made up of a selection of books, videotapes, and CDs pertaining to all courses taught at the college.

The books and videos maintained in the library are considered to be resources materials and intended to complement the students' standard texts. Additionally, trade magazines are subscribed to by the school and kept on hand in the library for students and faculty to check out and review at their leisure.

### **Leave Of Absence Policy**

An authorized Leave Of Absence (LOA) is a temporary interruption in a student's program of study. Occasionally, students may require an extended absence (11 days or more) for personal, medical or other reasons. The college may approve a student, under such circumstances, to take a Leave of Absence (LOA) from their program of study. Students must follow this policy when requesting a Leave of Absence.

The student must request each LOA, in advance, using the school's Leave of Absence Request Form. The student must provide the reason for the LOA, provide the start and end dates for the LOA and the student must sign the form; the college can assist with completing the remaining information. The college's decision to approve or deny the LOA will be documented on the form.

If circumstances prevent the student from submitting the form prior to the beginning of an LOA, the student must notify the college as soon as possible to request the Leave of Absence. The college will fill out the Leave of Absence Request Form on the student's behalf (except for the student's signature). The college's decision to approve or deny the LOA will be documented on the form. If approved, the start date of the LOA will be documented as the first day that the student was unable to attend class and the student's signature will be collected at a later date.

\*NOTE: An LOA will NOT be granted if the requested LOA, together with any additional LOAs previously-granted, exceeds a total of 180 calendar days in any 12-month period.

Each approved Leave of Absence will extend the student's contract period by the same number of calendar days taken for the LOA. This new Expected End Date will be noted on the LOA Request Form and on an addendum to the student's enrollment agreement and initialed/signed by all parties.

There are no additional charges when a student requests a Leave of Absence. As well, a student granted an LOA in accordance with the college's policy is not considered to have withdrawn and no refund calculation will be required.

Students returning from an authorized LOA will retain all credits for clock hours and work projects completed prior to the LOA, and will be returned to the academic progress status they held prior to taking the LOA.

Any student who fails to return from an approved LOA as scheduled or any student who takes an unapproved LOA will become ineligible for Financial Aid and shall be withdrawn from both Title IV Assistance and the college. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. The student shall be responsible for all remaining charges.

### **Long Distance Learning**

Thanh Le College does not offer long distance learning.

### **Make-up Work**

Failed or missed examinations may be made up within the course period by any student. The opportunity to take makeup examinations may be requested by the student at any time. Make-up Examinations will also be

scheduled by the school at least once per month. Grades received on make-up examinations will be averaged with other examinations to obtain the above grade.

### **Non-Discrimination**

Thanh Le College does not discriminate on the basis of sex, race, color, ethnic origin, age or religion in the Education programs, admission, instruction, graduation policies and other activities which it operates and is prohibited in such manner by law.

### **Orientation**

An orientation will be conducted on or prior to a student's first day of class. The student will be given a basic overview of the course. The instructor will also discuss the school's policies, rules and regulations; any of the necessary forms that have not been completed may be reviewed and completed at this time. Students are encouraged to visit the school for at least 4 days, prior to enrolling, to observe and "get a taste" of Cosmetology. This is a career move and should be carefully weighed prior.

### **Placement**

Thanh Le College does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Bureau (if applicable) license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Thanh Le College for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is providing by reviewing the listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

### **Scholarships**

Our College does not have an institutional scholarship program. However, Thanh Le College does participate in Federal Aid programs and Financial Aid is available to those who qualify. For information on these programs, please refer to the Financial Aid section of this catalog.

### **Satisfactory Academic Progress Policy(SAP) (Must initial Pre-enrollment checklist at front of this Catalog)**

This policy is provided to applicants prior to enrollment.

This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by the institution under the guidelines of the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the U.S. Department of Education. This policy applies to students enrolled in any course at the institution, regardless of attendance status (part-time or full-time). Only students who maintain Satisfactory Academic Progress are eligible to receive Title IV Financial Aid, HEA program funds.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Each student must be evaluated for SAP by (1) the midpoint of the academic year or (2) the midpoint of the program, whichever is shorter. However, at Thanh Le College, a written evaluation of the progress of each student is prepared at the following intervals in clock hours.

Subject	1 <sup>st</sup> SAP	2 <sup>nd</sup> SAP	3 <sup>RD</sup> SAP	4 <sup>th</sup> SAP
Cosmetology	400hrs	800hrs	1200hrs	1600hrs
Cosmetician	300hrs	600hrs	NA	NA
Manicuring	200hrs	400hrs	NA	NA
Teacher Training	300hrs	600hrs	NA	NA

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

\*Re-Entry Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

An SAP evaluation consists of two assessments: a cumulative quantitative attendance score and a cumulative qualitative academic performance score. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a minimum attendance grade of 67% (D+) and a minimum academic average (calculated from the areas listed below) of 70% (C) to maintain satisfactory academic status.

- **Attendance:** Students must maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).
- **Academic Performance** will be determined using grades, and/or work projects completed, and/or comparable factors measurable against a norm.
  - (1) **Theory Exams** – Tests will be administered to evaluate each student’s knowledge of their chosen fields. The average of the test scores must be no lower than 70% (C).
  - (2) **Practical & Clinical Operations** – Every practical and clinical operation will be graded by the instructors based on a set of pre-determined criteria. The average of these grades will become the student’s Practical Grade and must be no lower than 70% (C).

#### ATTENDANCE PROGRESS EVALUATIONS

Students must complete a course **within 150% of the course length** as defined in the enrollment agreement. Students who exceed 150% of the course length are considered to NOT be making satisfactory academic progress. The table below shows the maximum time allowed to complete each course.

<u>COURSE</u>		<u>Total Course Length</u>		<u>MAX Course Length @150%</u>	
Cosmetology	Full Time (30Hrs/Wk)	1600 Hrs	54 Weeks	2400 Hrs	80 Weeks
Cosmetology	Part Time (20Hrs/Wk)	1600 Hrs	80 Weeks	2400 Hrs	120 Weeks
Cosmetician	Full Time (30Hrs/Wk)	600 Hrs	20 Weeks	900 Hrs	30 Weeks
Cosmetician	Part Time (20Hrs/Wk)	600 Hrs	30 Weeks	900 Hrs	45 Weeks
Cosmetology instructor Trainee	Full Time (30Hrs/Wk)	600 Hrs	20 Weeks	900 Hrs	30 Weeks
Cosmetology instructor Trainee	Part Time (20Hrs/Wk)	600 Hrs	30 Weeks	900 Hrs	45 Weeks
Manicuring	Full Time (30Hrs/Wk)	400 Hrs	14 Weeks	600 Hrs	20 Weeks
Manicuring	Part Time (20Hrs/Wk)	400 Hrs	20 Weeks	600 Hrs	30 Weeks

Students on an approved Leave of Absence will have their contract period and maximum time frame extended by the same number of calendar days as the leave of absence.

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

#### ACADEMIC PROGRESS EVALUATIONS

The **qualitative element** used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as

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

**Grading System:** Students shall receive grades for their theory, practical and clinical work. Points and percentages shall be converted to Letter Grade based on the scales below.

Practical Operation Grade	Percentage	Points	Theory Grade	Percentage	Cumulative Academic Grade
A	100-90%	10-9	A	100-90%	A
B	89-80%	8	B	89-80%	B
C	79-70%	7	C	79-70%	C
D	69-60%	6	D	69-60%	D

Students fulfilling all of the criteria for SAP (as stated above) at any evaluation point will be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Students will have access to SAP evaluation results at the time of the evaluation and upon request.

#### **Determination of Progress Status**

Students fulfilling two criteria for SAP (as stated above) at any evaluation point will be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

#### **Student Notification**

Students receive monthly grades indicating their current progress status. If upon reaching a scheduled checkpoint, a student is found to be not making satisfactory progress, they will also receive written notification that they have been placed on warning and, if applicable, that they will lose their eligibility for financial aid if they have not achieved Satisfactory Academic Progress by the end of the next evaluation period. If they are found to be making satisfactory progress, no additional student notification will occur.

#### **Failing to Meet Satisfactory Academic Progress**

##### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on a Warning and considered to still be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met the minimums for both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds and will become responsible for the remainder of the costs for their education. Two consecutive warning periods will not be granted.

Students who lose their eligibility for Title IV funds and choose to continue to attend school at their own expense will still be evaluated for SAP at the prescribed intervals.

##### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

**Re-Entry Policy**

All students who withdraw in good standing may re-enter into the course of study without losing credit of hours and operations earned during their prior enrollment. If the student transferred to another institution before returning to Thanh Le College, those hours and operations earned at that institution would also be credited to the student at the time of re-enrollment. Each re-entry is treated on an individual basis. Thanh Le College reserves the right (with just cause) to reject a student's re-entry. Students accepted for re-entry shall be returned under the Academic Progress Status held when they left the school.

**Course Incomplete**

Course incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's courses of instruction.

**Interruptions, Course incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**Make-up Work**

Failed or missed examinations may be made up within the course period by any student. The opportunity to take makeup examinations may be requested by the student at any time. Make-up Examinations will also be scheduled by the school at least once per month. Grades received on make-up examinations will be averaged with other examinations to obtain the above grade.

**Transfer Hours**

Thanh Le College, School of Cosmetology does not accept transfer hours from other institutions

**Noncredit, Remedial Courses, Repetitions**

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

## Tuition and Fees Policies

Institutional charges for the entire tuition, registration fee, books and supplies may be assessed and posted in the students tuition account within the first payment period. Please refer to “Payment Period” definition.

### Schedule of Tuition and Fees

	Duration/ Weeks	Tuition/ Hour	Non-refundable, Due at Time of Enrollment		Refundable, Paid Proportionally at SAP Periods	Grand Total
			Registration Fee	Books & Supplies**	TOTAL TUITION	
<b>Cosmetology</b>	54-80	\$7	\$75	\$525	\$11,200	\$11800
<b>Cosmetician</b>	20-30	\$8	\$75	\$425	\$4,800	\$5300
<b>Cosmetology instructor trainee Trainee</b>	20-30	\$8	\$75	\$525	\$4,800	\$5400
<b>Manicuring</b>	14-20	\$3	\$75	\$325	\$1,200	\$1600

\*\* Books and supplies purchased at the college is optional. If a student decides to drop from a course within 10 business days of enrollment AND the supplies have not been opened (for sanitary reasons) and the books are salable, the cost of Books and supplies will be refunded.

### Approved Text and Reference Books

Milady’s Standard Textbook of Cosmetology, 2015

Milady’s Standard Fundamentals for Estheticians, 11th Edition, 2012

Milady’s Standard Nail Technology, 8th Edition, 2011

### Extra Instruction Charges

Thanh Le College does not charge overtime tuition.

### Method of Payment

Students are expected to contribute from their own family resources toward the cost of their education at Thanh Le College. Tuition and expenses may be paid in full at the time of enrollment but payment plans are also available from Thanh Le College. It is the school’s policy to request that the student, whenever possible, make contributions toward their school charges by making weekly or monthly installments, in accordance with their individual financial situation. Thanh Le College accepts payment in cash, money order, personal checks and/or Title IV.

Federal Student Financial Aid is available, to those that qualify, to cover educational expenses. Financial aid will be disbursed in the form of Pell Grants (no repayment required). All estimates of available funds from financial aid will be first used to cover institutional charges. If funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The expenses of the entire educational experience need to be included in planning the student's ability to meet those expenses.

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will document the percentage of the course which has been completed.



## **Cosmetology: (1,600 Clock Hours)**

The course of study for Cosmetology consists of 1600 clock hours and explores all facets of cosmetology, skin care, manicure and pedicure as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Beauty field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a cosmetologist in the state of California.

### **Educational Goals**

#### **Performance Objectives**

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of hair, skin, and nails.
3. Acquire the knowledge of subjects relative to cosmetology including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

#### **Skills to Be Developed**

1. The proper use of implements relative to all cosmetology services.
2. The ability to properly analyze the scalp, face and hands to identify any disorders prior to performing services.
3. The procedures and terminology used in performing all cosmetology services.
4. The application of daytime and evening make-up, including the application of false strip eyelashes.
5. The proper procedure of manicuring to include water and oil manicure and pedicure.
6. The application of brushed-on nails wraps, and nail tips.

#### **Attitudes and Appreciations to Be Developed**

1. Learn to appreciate good workmanship common to cosmetology.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

**Course Content:** The curriculum for cosmetology consists of 1600 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.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

## **950.2. Curriculum for Cosmetology Course.**

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

### **(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing**

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

#### **Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):**

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

#### **Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):**

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

#### **Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):**

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

#### **Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):**

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

## (2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

### Laws and Regulations (20 Hours of Technical Instruction):

The subjects of 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.

### Health and Safety Considerations (45 Hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

### Disinfection and Sanitation (20 Hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

### Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

## (3) 200 Hours of Technical Instruction and Practical Training in Esthetics

The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):

The subject of 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. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

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.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations):

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

NOTE: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.

**Graduation Requirements:** When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid in full all tuition and fees (or made arrangements with the college to do so), they will be awarded a certificate of graduation from Thanh Le College's Cosmetology Program. The school will assist the student in completing the necessary documentation to file for the Board of Barbering and Cosmetology Licensing Examination.

**Licensing Requirements:** Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

### **Cosmetician: (600 Clock Hours)**

The course of study for Cosmetician consists of 600 clock hours covering all aspects of skin care as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Beauty field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a Cosmetician in the state of California.

### **Educational Goals:**

#### **Performance Objectives**

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of Cosmetician.
3. Acquire the knowledge of subjects relative to Cosmetician including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

#### **Skills to Be Developed**

1. The proper use of implements relative to all Cosmetician services.
2. The ability to properly analyze the skin to identify any conditions or disorders prior to performing services.

3. Develop the knowledge to confidently select and administer products based on individual customer needs.
4. Develop the knowledge and confidence to safely perform all operations authorized for and Cosmetician.

### **Attitudes and Appreciations to be Developed**

1. Learn to appreciate good workmanship common to practicing Cosmeticians.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

**Course Content:** The curriculum for the Cosmetician course consists of 600 clock hours of technical instruction and practical operations covering all practices of a Cosmetician pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

### **950.3. Curriculum for Skin Care Course**

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 350 Hours of Technical Instruction and Practical Training in Facials

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

The subject of 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. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

#### Preparation (15 hours of Technical Instruction):

The subject of 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.

#### (2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

#### Laws and Regulations (10 hours of Technical Instruction):

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

#### Health and Safety Considerations (40 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

#### Disinfection and Sanitation (10 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

#### Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

**(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up**

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):**

The subject of 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.

**Make-up (20 hours of Technical Instruction and 40 Practical Operations):**

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

NOTE: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code.

Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

**Graduation Requirements:** When a student has completed the 600 hours, the required theory hours and practical operations in the Cosmetician Course with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid, in full, all tuition and fees (or made arrangements with the college to do so), they will be awarded certificate of graduation from Thanh Le College's Cosmetician Program. The school will assist the students in completing the necessary documentation to file for the Board of Barbering and Cosmetology Licensing Examination.

**Licensing Requirements:** Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

**Cosmetology instructor trainee: (600 Clock Hours)**



The Cosmetology instructor trainee course consists of 600 clock hours covering all aspects of teaching the art of Cosmetology, as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career as an instructor in the Cosmetology Industry and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to teach Cosmetology in the state of California.

### **Educational Goals:**

#### **Some of the Performance Objectives**

1. Develop the ability to teach related information, manipulative operations and techniques.
2. Develop the ability to use various teaching aids, such as instruction sheets, visual aids and tests to provide information about the subjects being taught.
3. Develop the ability to determine the best applications of specific teaching techniques used by the vocational teacher in the working area and in the classroom.

#### **Some of the Skills to Be Developed**

1. Develop, through occupational experiences, personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and instill the desire to learn in even the most difficult student.
3. Development of course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate quick and easy set-up and preparation of a class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

#### **Attitudes and Appreciations to be Developed**

1. Learn to appreciate the necessity for constant effort toward the achievement of professional competency as a teacher.
2. Realize the importance of developing personal characteristics that contribute to success in teaching.

**Course Content:** The curriculum for the Cosmetology instructor trainee course consists of 600 clock hours of technical instruction and practical operations covering all practices of a Manicurist pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the actual performance, by the instructor trainee, of teaching techniques and principles.

Such technical instruction and practical operations shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Department's Rules and Regulations	10	
2. preparatory instruction:		
A. Instructional techniques, method of instruction, lecture, demonstration, performance, communication skills, instructional aids, and use of questions to promote learning.	40	
B. Organization Technique, four (4) step teaching method, performance objectives and learning domains, etc.	30	50
C. Lesson planning, subject, title, outlines, development and visual aids etc.	60	50
D. Techniques of evaluation, purpose of test, types of test, test administration, scoring and grading, etc.	10	
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations: (shall be conducted under the supervision of a licensed instructor	150	
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory. A student enrolled in the 600 hour instructor training course may not engaged in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.	300	

**Graduation Requirements:** When a student has completed the 600 hours, the required theory hours and practical operations in the Cosmetology instructor trainee Course with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid, in full, all tuition and fees, they will be awarded a certificate certifying their graduation from Thanh Le College's Cosmetology instructor trainee Program. The school will assist the students in completing the

necessary documentation to file for the Bureau of Barbering and Cosmetology Licensing Examination.

**Licensing Requirements:** Applicants must have a U.S. High School Diploma, or its equivalent, and hold a current, valid California Cosmetology license. Also, the student must provide a signed affidavit from their employer attesting to the student's level of experience. A Cosmetology instructor's license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology instructor trainee Course, as described above, and passed the Bureau of Barbering and Cosmetology Licensing Examination with an overall grade of 75%

### **Manicuring: (400 Clock Hours)**

The Nail Care course consists of 400 clock hours covering all aspects of nail care, manicure and pedicure, as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Nail Care field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a Manicurist in the state of California.

#### **Educational Goals:**

##### **Performance Objectives**

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of Nail Care.
3. Acquire the knowledge of subjects relative to Nail Care including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

##### **Skills to Be Developed**

1. The proper use of implements relative to all Manicures, Pedicures and Artificial Nails.
2. A practical ability to perform Manicures, Pedicures and Artificial Nails.
3. Develop the knowledge and confidence to safely perform all operations authorized for a Manicurist.

##### **Attitudes and Appreciations to be Developed**

1. Learn to appreciate good workmanship common to practicing Cosmeticians.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

**Course Content:** The curriculum for the Nail Care course consists of 400 clock hours of technical instruction and practical operations covering all practices of a Manicurist pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

#### **950.4. Curriculum for Nail Care Course**

(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 300 Hours of Technical Instruction and Practical Training in Nail Care

The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)

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-ons, nail tips, nail wraps and repairs, and nail analysis.

(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction)

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (25 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.

#### Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations)

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.

The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

#### Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.

(c) The Board recommends that schools 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.

NOTE: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code.

Reference: Sections 7316(c)(2)), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

**Graduation Requirements:** When a student has completed the 400 hours, the required theory hours and practical operations in the Nail Care Course with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid, in full, all tuition and fees (or made arrangements with the college to do so), they will be awarded a certificate of graduation from Thanh Le College's Nail Care Program. The school will assist the students in completing the necessary documentation to file for the Board of Barbering and Cosmetology Licensing Examination.

#### **Licensing Requirements**

Applicants must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Nail

Care course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

## CANCELLATIONS AND REFUNDS

**STUDENT'S RIGHT TO CANCEL:** The student has 10 business days after the first class attended (the cancellation period), to cancel the enrollment agreement for a course of instruction, including the return of any books and supplies. A business day shall be defined as a day on which the student was scheduled to attend a class session.

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

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

After the cancellation period, the institution provides a pro rata refund of the scheduled hours ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

A registration fee of \$75.00 is a non-refundable item. Books and supplies issued and received by the student would not be returnable (if purchased through the school). Once received by the student it will belong to the student and will represent a liability to the student.

If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within **45 days** of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination. Academic credits earned but not paid for would not be released by the institution.

All funds paid will be refunded if the student:

- A. Is rejected for enrollment,
- B. Cancels this contract within **10 business days** of the date that the agreement was signed,
- C. Cancels this agreement later than **10 days after signing**, after the first day you attended school.

**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:

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

Hypothetical refund example according to the state pro rata policy. Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the-equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total Paid	\$7400.00	Tuition cost	\$6800.00	Paid instruction	\$6800.00
Less Registration Fee (non refundable)	\$75.00	Hours in the course	\$1600.00	Scheduled Hours attended	\$600.00
Less cost of non returnable equipment	\$525.00	Hourly charge	\$4.25	Tuition owed 600(\$4.25)	\$2550.00
Equals amount paid for instruction	\$6800.00			Refund due	\$4250.00

In determining the amount that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

- a) The student notifies the financial aid office of their intentions to withdraw,
- b) The school terminates your enrollment,
- c) The student fails to attend classes for 10 consecutive days,
- d) The student fails to return from an approved leave of absence on the date that they had scheduled.

The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations. If a course is canceled or the school closes, subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

Students who terminate prior to course completion will be charged a \$75 registration fee and refund given based on number of scheduled hours of the course not completed less non-refundable kit if purchased through the school. Students who have completed more than 60% of the course hours are not eligible for a refund. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student may:

1. Transfer credits to another school offering similar courses. Transferrable credits are based solely upon the school's policy and should first be verified with the school. The student will be eligible for a pro-rata refund based on the school's refund policy OR
2. Teach-out: Students that are within 90 days of completing their course of study may be able to finish their course before the school closes. These students would not be eligible for a refund.

**Course Cancellation:** If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.



**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

### **WITHDRAWAL POLICY**

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences, (10 business days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 10 or more days up to 90 days are encouraged to request a Leave-of-Absence.

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:

1. The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
3. The date you fail to attend classes for a 10-day period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA or date the student notifies the institution that s/he will not be returning.

Withdrawals of more than seven business days after the start of class may be entitled to a partial refund based on institutional refund policy. Students have a right to withdraw from school at any time and receive a refund for the part of the course not taken.

### **Return of Title IV:**

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

Refunds are to be made no later than 45 days from the date of determination of withdrawal.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at **THANH LE COLLEGE, SCHOOL OF COSMETOLOGY** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **hours** you earn at Thanh Le College, School of Cosmetology, is also at the complete discretion of the institution to which you may seek to transfer. If the **hours** 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 the institution you are transferring. 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 **THANH LE COLLEGE, SCHOOL OF COSMETOLOGY** to determine if your **hours** will transfer.

**\*If institution offers more than one educational program, only the program in which the student is enrolling must be listed.**

**Note:** Academic transcripts will not be released until tuition charges are paid in full.

**Placement:** This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

## **GENERAL TERMS OF AGREEMENT**

### **School:**

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

### **Student:**

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient,\* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

**ANY DISPUTE ARISING FROM ENROLLMENT AT THANH LE COLLEGE, SCHOOL OF COSMETOLOGY NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION ("AAA"), AT GARDEN GROVE, CA UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.**

Student understandings: I understand this agreement is not operative until I attend the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that information presented therein is binding on the school and me.

### **Financial Aid Information**

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or the student's parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of attending college. Financial Aid is made up of grants and loans. Grants are not to be repaid. Loans usually have low interest rates and a student must re-pay a loan according to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months following graduation, the student's termination from the program or the point at which the student's attendance falls below half time. Financial Aid is awarded to students who have "need". Need is defined as the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

If you wish to apply for financial aid, have questions or you need sections of the handbook clarified, please contact the financial aid office at the school. Additional information regarding the student aid programs available at Thanh Le College may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may also be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday, at 1- (800) 433-3243.

### **Consumer Information**

Based on a combination of approvals, authorization and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs includes: Federal PELL Grant (FPELL) and Federal Supplemental Education Opportunity Grant (FSEOG), neither of which requires repayment. **Thanh Le College does not offer student loans to prospective or current students.**

### **Determining Need**

The information that you report on the FAFSA when you apply for aid is used in a formula established by U.S. Congress that calculates your Expected Family Contribution.

### **Cost of Attendance**

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION** to estimate the total amount that it will cost for a student to go to school.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
	Room and board	\$4347.00
	Transportation	1071.00
	Personal & Misc.	172.00
		\$908.00
		104.00
		254.00

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

### **U.S. Department Of Education Title IV Student Financial Aid Programs**

Thanh Le College is approved for, and does participate in, the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant Program (FPELL)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

## **Compliance Statement**

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

## **Application for Aid, Procedures and Forms**

Financial Aid applications for this institution consist of:

Free Application for Federal Student Aid (FAFSA) - Thanh Le College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. This application needs to be completed as instructed on the form.

Documentation to substantiate the data entered on the FAFSA may be required by the financial aid office. Forms, and assistance in completing them, are available at this school during regular school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal Pell Grant Program** – Funds received under this program are not subject to repayment from the student.

### **Deadline**

FAFSA applications must be received by June 30 in the year for which the application is intended. SAR or ISIR must be submitted to the financial aid office by August 29 of the award year from which aid is requested or your last day of enrollment for the prior school year, whichever comes first. A valid ISIR, after having been corrected as necessary, requires the signatures of student, spouse and/or parents.

### **Renewal Process**

A FPELL Grant award is disbursed to the student for one award year (July 1 to June 30 of the following year) and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

**Federal Supplemental Educational Opportunity Grant (FSEOG): Funds received under this program are not subject to repayment from the student.**

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded.

### **Disbursement**

Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling through out the entire year. If SEOG funds are still available, a second priority will be given to Non Pell recipient students with the lowest Expected Family Contributions enrolled during the last three months.

**For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDE**

**Award Concept, Selection of Recipients and Packaging Criteria:** This institution does not receive enough Campus-Based funds to satisfy all of the students' financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30). Due to the **limited** amount of funds available to the institution, it is impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week, or Wednesday when Tuesday is an observed Holiday. To ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the preceding year. By using student enrollment, EFC and Pell Grant data, the college can estimate the expected number of new enrollments and calculate how to most evenly distribute the SEOG funds available.

The first recipients of SEOG funds will be selected from students classified as having "exceptional need". This institution defines students with "exceptional need" as those with the lowest expected family contribution (EFC); priority will be given to those students are eligible to receive Federal Pell Grants. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students that enrolled during the last quarter of the award year (March to June) with the lowest EFC but were deemed ineligible for the FPELL Grant Program.

All selections will be made from students whose files have been completed without pending issues regarding eligibility for Federal Aid. Incomplete files will not be considered due to a possible lack of documentation. Awards will be made throughout the award year, as long as funds are available.

### **Return of Title IV Funds/R2T4 Policy**

If students withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned fund would be returned to the appropriate program by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

### **Post Withdrawal Disbursement**

If the calculation shows that the student received less aid than what she/he earned within the payment period, then the student would be notified by the institution of the amount of Grant funds used to cover institution charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses or the school will disburse any amount of a Post-withdrawal disbursement of grant funds that is not credited to the student's account no later than 45 days after the date of the school's determination that the student withdrew.

### **Withdrawal Date**

Last physical date of attendance recorded in the institution records. Return of Title IV Fund and Institutional Refund policy will use this date in their calculations.

**Determination of Withdrawal Date**

The school must have a procedure in place to make a determination within 10 days of absences, if the student would be returning to school or not. This will be the date of the institution determination of withdraw from school. The Institution will use the determination of the withdrawal date as the start of the 45 day period in which the institution must return unearned funds as calculated by the Return of Title IV.

**Determination of Withdrawal from School**

The institution will determine that a student is no longer enrolled on the earliest of:

The date the student notifies the Financial Aid Office at the school of his/her intent to withdrawal from school.

The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date the student failed to attend classes for a two-week period and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be the last date where physical attendance was recorded.

For California Schools: If a student is absent for two consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing. The student failed to return on scheduled from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the institution becomes aware that the student has ceased attendance or the scheduled date of return from the approved leave of absence.

If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds within 45 calendar days from the determination of withdrawal from school date.

**Verification Process**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available, upon request, to all applicants for financial aid including prospective students. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the verification policies below apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL until completion of verification process.

**Who Must Be Verified**

The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**Verification Exclusions**

Applicants excluded from verification include:

- Applicants that die during the award year or before the deadline for completing the verification,
- Applicants that are incarcerated at the time that the verification is to be performed,
- Applicants who arrived in the U.S. during the previous two calendar years,
- For Dependent Students, the spouse or parent information is not required to be verified if the spouse

or the parent is deceased, physically incapacitated or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.

- If the student completed the verification at another institution prior to transferring to this school; all of the following documents must be provided from that school:
  - A letter stating that the verification process was completed,
  - A copy of the application data that was verified,
  - A copy of the signed SAR/ISIR (If the student was awarded FPELL Grant),
  - A completed Financial Aid transcript.
- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories.
- Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion, the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address will be required,
- Applicants will not receive federal aid funds.

### **Required Verification Items**

Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Required data items include:

- Total number of persons in the household.
- The number of members of household enrolled as, at least, half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year.
- U.S. income tax paid for the base year.
- Certain sources of untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits,
  - Child support,
  - Untaxed payments to IRA or Keogh,
  - Foreign income,
  - Earned income credit,
  - Interest on tax free bonds.

The school shall resolve inconsistent application information, for all applicants, in agreement with the requirements of 34 C.F.R. Part 688.16(f).

### **Documentation Required**

Required Documentation includes the student's, spouse's and/or parents' (as applicable) **signed** income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall follow the instructions in the Verification Worksheet and complete the appropriate sections. There are two different worksheets: One is intended for dependent students and the other for independent students. Use the worksheets to update and for verification of data. The school's financial aid officer may require/provide other appropriate forms.

### **Time Period for Providing Documentation**

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, whichever is earlier.

### **Applicant Responsibilities**

To be eligible to receive Title IV funds, Thanh Le College requires applicants to provide requested information within the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application as of the date of verification, or update any incorrect data items:

- Total number of persons in the household,
- The number of members of household enrolled as, at least, half-time students in postsecondary educational institutions,
- Change in dependency status,
  - Except for changes due to marriage, Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
  - Except for changes due to marriage, Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

### **Consequences of Failing to Provide Documentation Within the Specified Time Period(s)**

If a student does not provide the requested items for verification within 60 days of the request. If the student fails to provide the data within this time frame, the school must then advise the applicant that they are not eligible for financial aid funds. The school then will give the applicant the following options:

- The student may continue training on a cash payment basis,
- The student may withdraw and re-enroll at no additional charge (there will be no loss of credit earned), when the student provides all proof then verification is complete,
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

### **Interim Disbursements**

The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

### **Tolerances**

If there are non-dollar errors, and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

### **Notification of Results of Verification**

The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

### **Referral Procedure**

The school shall forward to the Secretary of Education any instances of fraud.

### **Academic Year**

A period of instructional time, not less than 30 weeks, with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have their aid eligibility reduced proportionally to the number of weeks and hours in the course of study in relation to the academic year.

### **Clock Hours**

50 to 60 minutes of supervised instruction during a consecutive 60 minute period.

### **Credit Balance**



A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for ensuring that the funds are used for education-related expenses only.

### **Dependent Student**

An individual that does not meet the independent student criteria. This student is required to submit their parents' income and asset data, along with their own, with the application.

### **Dependent**

An individual, other than the spouse, that has been supported and will continue to be supported (50% or more of that individual's personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student's parent(s), that individual would be a dependent of the parent(s) and **NOT** a dependent of the student.

### **Family Contribution (EFC)**

The calculated amount that a family contributes to offset a student's educational costs.

### **Financial Aid Eligibility Citizen/Eligible Non-Citizen**

You must be one of the following to receive federal student aid:

- U.S. citizen or national;
- U.S. permanent resident;
- Citizen of the Freely Associated States: the Federated States of Micronesia and the Republic of Palau and the Marshall Islands;

### **Independent Student**

An Independent Student is defined as an individual who meets any of the following criteria:

- (3) 24 years of age or older,
- (4) A graduate or professional student,
- (5) Married or Separated (but not divorced),
- (6) Has legal dependents other than a spouse (As defined above),
- (7) An orphan or ward of the court up to the age of 18,
- (8) A veteran of the U.S. Armed Forces.

### **Parent(s)**

For the purposes of the financial aid programs, a "parent" is a student's mother, father, adoptive parent, stepparent or legal guardian - not foster parents.

### **Payment Period**

450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

### **Need**

Financial Need is the amount left over after subtracting the expected family contribution from your cost of attendance.

### **Student Rights and Responsibilities**

#### **The student has the right to ask the school**

- The name of its accrediting and licensing organizations,
- About its programs; laboratory, other physical facilities and its faculty,
- The cost of attending and the policy on refunds to students who drop out,
- Available financial assistance including information on all federal, state, local, private and institutional financial aid programs,
- About the procedures and deadlines for submitting applications for each available financial aid

program,

- The basis for selecting financial aid recipients,
- How financial need is determined,
- How much of your financial need, as determined by the school, has been met,
- To explain each type and amount of assistance in your financial aid package,
- To review your aid package if you believe a mistake has been made or if your enrollment or financial circumstances have changed,
- How the school determines whether you are making satisfactory progress and what happens if you are not,
- About any special facilities and services available to the handicapped.

### **It is the student's responsibility to**

- Review and consider all of the information about the school program before enrolling,
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid,
- Know and comply with all deadlines for applying and re-applying for aid,
- Provide all documentation, corrections and/or new information requested by either the financial aid officer or the agency to which you submitted the application,
- Notify the school of any information that has changed since you applied,
- Read, understand, and keep copies of all forms you are asked to sign,
- Understand the school's refund policy,
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign,
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible are advanced to you or credited to your school account.

### **Register to Vote**

Who May [Register to Vote](#) in California

You may register to vote if you meet the following criteria: You are a United States citizen

- You are a resident of California
- You are at least 18 years of age (or will be by the date of the next election)
- You are not in prison or on parole for conviction of a felony
- You have not been judged by a court to be mentally incompetent to register and vote

You may also stop by City Hall at 11222 Acacia Parkway and visit the City Clerk's Office located on the second floor. There you will find all the voter registration forms you need.

Visit [OC Vote](#) to get the latest results in all elections concerning Orange County, CA.

## Organizational Chart & Qualifications

### Owner/ Sub-Instructor Thanh Le

Ms. Le is the school owner. She was a history and geography high school teacher in Vietnam. When she immigrated to the United States, she became a cosmetology instructor trainee and taught for more than ten years. Ms. Le completed her Bachelor of Science in Vocational Education, and in 2008 also received a Master of Arts in Occupational Studies from the California State University of Long Beach. The direction of the beauty business is unpredictable, but she's always optimistic about it. If the enrollment is slow today, it will pick up later.

### Director/ Instructor Joanna Chiapparine

Joanna has been involved in cosmetology since 1992 and began teaching 1997. In 1998, Joanna received her Bachelor of History degree from the California State Polytechnic University, Pomona. She is currently the Director and Head Instructor for the NACCAS-accredited Cosmetology School.

### Financial Aid Officer& Sub Instructor – Marbel Ramirez

Marbel is the Financial Aid Officer and works for Thanh Le College part-time. She is also a part time student at Coastline College majoring in Business Administration with an emphasis in accounting and taxes

### Instructor – Maria Snyder

Maria has been in the hair industry for **50 years**. She began her career as a local stylist and managed a salon. Ms. Maria has been teaching Cosmetology for the past 27 years and her skills and knowledge have produced some of the best cosmetologists in the business.

### Instructor – Michaela Elias

Michaela has been in the hair industry for 5years and also very active at her local church. Ms. Michaela is very new to teaching cosmetology.

### Instructor – Leticia Delgado

Lety has been teaching cosmetology since 2015. She is also very active with her local church

### Sub Instructor –Marisol Gutierrez

Marisol has been teaching cosmetology for more than 24 years. There isn't anything in the beauty business that she doesn't know how to accomplish. In addition to teaching cosmetology, Ms. Marisol was an accountant/bookkeeper for a private company in Mexico.

