

FEDERICO COLLEGE

Beauty Industry Careers and Services

School Catalog

Effective from May 1, 2019 – April 30, 2020
Catalog subject to change

www.gofederico.com

admissions@gofederico.com

Table of Contents

Title Page	1
Table of Contents.....	2-3
Mission Statement.....	3-4
Approval and Accreditation.....	4-5
Facilities.....	5
Statement of Non-Discrimination.....	5
Physical Disabilities.....	5
Learning Disabilities.....	5
Policy on Rehabilitation Services.....	6
Grievance Procedure.....	6
Health and Physical Considerations	6
Student Housing.....	6
Drug Abuse Prevention Program.....	7
Weapons.....	7
Admission Policy.....	7-8
Personal Hardship Discount	8
Veterans	8
Notice Concerning Transferability of Credits Earned at Our Institution.....	8-9
Credit for Previous Training.....	9
Recruitment.....	9
Re-Admission	9
School Calendar	9-10
Grading	10
Satisfactory Progress.....	10-11
Course Cost.....	11-12
Graduation Requirements	12
Licensing Requirements	13-14
Grounds for Denial of a License	14-15
Employment Assistance.....	15
Career Advisement	15
Reasonable Compensation.....	15
U.S. Department of Labor Occupational Classification Codes	16
Course Descriptions.....	16-27
Applied Effort.....	28
Student Handbook Rules and Regulations.....	28-45
Hours of Operation	28
Break Policy.....	28-29
Conduct.....	29-30
Drugs and Alcohol.....	30-31
Discipline.....	31
Student Payments.....	31-32
Termination.....	32
Leave of Absence (LOA) Purpose and Criteria.....	32-33
Applied Effort.....	33
Dress Code and Appearance	33-34

Policy Against Harassment.....	34
Statement of Non-Discrimination.....	34
Electronic Devices.....	34-35
Housekeeping.....	35-36
Visitors.....	36
Sanitation.....	36-37
Student Salon/Spa customer Service.....	37-38
Acceleration Policy.....	38-39
State Board Class.....	39
Theory Class.....	39
Time and Attendance Policy.....	40-41
Operation Tickets.....	41
Student Benefits.....	42
Pre-application Process for State Board Exam.....	42-43
Exit Procedures for Students Completing Course of Study.....	43
Graduation Documentation.....	43
Withholding of Student Transcripts/Grades.....	43
Overtime.....	44
Personal Data Change.....	44
Grading and Class Participation.....	44
Change in Schedule Fee.....	45
Change in School Policies.....	45
Disclosure and Retention of Student Records.....	46
Family Education Rights and Privacy Act.....	46-47
Career Counseling.....	47
Student Health and Safety.....	47-48
Over-Contract Policy.....	48-49
Refund Policy.....	49-50
STRF.....	50-51
Personal Data Change.....	51
Changes in School Operations.....	51
No Verbal Agreements.....	51
Locations and Ownership.....	51
Administration.....	51-52
Staff.....	52-53
Code of Ethics.....	53-54
Student Disclosures.....	54

Mission Statement

Federico College is committed to prepare undergraduates for careers in the field of Cosmetology arts and sciences, and related fields, along with special emphasis on preparation for both the successful passing of the California State Board Licensing exams, and for profitable employment in the glamorous California Beauty Industry.

Goals-

1. Train students to pass the California state license exam
2. Instill a sense of professionalism in each student
3. Provide the most accurate, up-to-date industry information
4. Enhance placement services to help ensure that graduates are placed in their field of study

Objectives-

1. Prepare students to take and pass the California state license exam in order to be eligible for entry-level employment in the field of cosmetology
2. Teach students to communicate effectively in order to build a client base
3. Teach students how to market themselves to be successful
4. Teach students how to market their services and retail products to be successful

Specifically the objectives of the program are:

- To build a solid foundation of education and technical skills
- To provide exposure to the role of professionals in Barbering, Manicuring, Esthetics, and Cosmetology including opportunities for supervised practical, “hands-on” work
- To offer students an opportunity for exposure to up-to-date technology
- To fulfill all State of California requirements

Philosophy-

- Federico College, Inc. is dedicated to educating quality graduates who are able to meet both the present and future demands of their profession. Each student admitted to the School receives not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for supervised work with the public. Each program is designed to provide a sound educational basis to maximize the employability of its graduates. Federico College, Inc.’s policy is to update the school’s catalog annually.

Approval and Accreditation

-Bureau for Private Postsecondary Education* (BPPE). Federico College, Inc. is a private institution. Federico College, Inc. is approved by the Bureau for Private Post-Secondary Education as a non-accredited institution. Federico College courses that are:

- | | |
|--------------------------------|------------|
| • Barbering | 1500 hours |
| • Barbering for Cosmetologists | 200 hours |
| • Cosmetology | 1600 hours |
| • Cosmetology for Barbers | 300 hours |
| • Esthetics | 600 hours |
| • Manicuring | 400 hours |

**approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau.*

-The Department of Veteran's Affairs for the training of veterans and eligible persons under Title 38 of US Code. Federal Building, 11000 Wilshire Boulevard, Los Angeles, CA 90024, Phone: 1-800-827-1000

-The Board of Barbering and Cosmetology, PO Box 944226, Sacramento, CA 94244-2260. The Board of Barbering and Cosmetology (Board) can be reached at (800) 952-5210, Monday through Friday from 8:00 a.m. to 5:00 p.m. The hearing-impaired may call TDD (800) 326-2297 or TDD (916) 322-1700.

Students wishing to review documents describing the institution's approval and/or licensing should contact the School's Administrator to arrange for an appointment during which time these materials may be made available.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-Secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Facilities

In April of 2007, Federico College, Inc. opened its newly built Student Spa. Our classrooms are equipped with multimedia educational equipment to allow instructors to deliver materials in the most efficient manner for both lecture and hands on learning. We take students even further in Phase II (student salon) with instruction in a salon-like retail environment to effectively and professionally interact with clients to ultimately build a client base. Federico College, Inc. uses professional retail products such as Dermalogica, Mud Makeup, IBD & TOP Nails products and ION Hair Care to achieve salon and spa results in an educational setting. Our student salon features 36 styling stations, 12 manicure/pedicure stations, 12 dryers, a comfortable reception area, a break room facility, and 3 multimedia classrooms. In our classrooms students learn client consultation, hands-on training and theory in barbering, cosmetology and manicuring. The Student Spa features 10 electrically adjustable facial and massage beds with steamers and magnifier lamps, 4 waxing stations, 2 multimedia classrooms, a reception and consultation desk, and 10 makeup stations. Our entire facility dispenses filtered water. All classes are held at 5660 N. Blackstone Ave, Fresno, CA 93710.

The library cabinet contains textbooks, reference books, and current periodicals relating to each program of study. Students are to check out materials from their instructor and return materials to their instructor for storage and retention.

Statement of Non-Discrimination

Federico College, Inc. does not discriminate on the basis of sex, sexual orientation, race, age, color, ethnic origin, handicap, financial status, residence or religion in its admissions, instruction, or graduation policies.

Physical Disabilities

Federico College, Inc. complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their handicap. Federico College, Inc. admits those handicapped individuals whose handicaps would not create a safety hazard to themselves or their classmates, and would not interfere with their ability to benefit from the training. Students requesting reasonable accommodations should contact the admissions department with a written statement of the accommodation being requested.

Learning Disabilities

If you have any known learning disabilities, you must submit official documentation to the Administration detailing your condition. They will develop an Individual Education Plan (IEP) for the student within 30 days of receiving this documentation. The IEP will detail agreed upon long-term goals, short-term goals, and the mechanism for achieving these goals.

Policy on Rehabilitation Services

To provide a quality educational program, and for the student to be successful in their chosen career we find it necessary to develop a strong relationship with the rehabilitation counselor. It is necessary for The School to obtain the history of the applicant in order to fulfill our objective. Therefore, it is our policy for the applicant to sign a waiver releasing such information from the rehabilitation agency to Federico College, Inc.

Grievance Procedure

If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, our Admissions Rep/Counselors and Instructors can act as a buffer so both parties may discuss their issue calmly and with a third party to assist in resolving the matter. If needed, the problem may be taken up with the Administration Office. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This produces positive results, rapid action/reaction and consistency. Any serious grievance must be in writing and describe in detail any allegation that may be affecting one's education. The grievance must be submitted to the Admissions Rep within (5) five business days from the date the incident occurred. The Salon or Spa Instructor and/or Administrator will evaluate the grievance within 5-10 business days and submit a written response back to the student. Should the student disagree with the decision, an appeal must be filed with the review committee within 5-10 business days. The committee should provide written notice to the student of its decision within a reasonable time frame (5-10 days depending on investigation time). The decision of the committee shall be final. It is suggested that students first use the above-stated method for handling grievances, they are, however, not required to do so and may, at any time, direct their grievances to the California State Board of Barbering and Cosmetology at Board of Barbering and Cosmetology, PO Box 944226, Sacramento, CA 94244-2260. The Board of Barbering and Cosmetology (Board) can be reached at (800) 952-5210, Monday through Friday from 8:00 a.m. to 5:00 p.m. The hearing-impaired may call TDD (800) 326-2297 or TDD (916) 322-1700. A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Committee:

President

Administrator

Director of Education/Operations Manager/Floor Supervisor/Admissions Assistant

Health and Physical Considerations

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

Student Housing

The School does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$225,000 and monthly rent for a 1 bedroom is approximately \$1,000.

Drug Abuse Prevention Program

The School makes the following information available to its students, staff and instructors. Any individual associated with Federico College who is seeking information, advisement, or assistance concerning drug abuse prevention may call or visit the following agency:

Fresno County Community Health
559-445-3249
1221 Fulton Mall
Fresno, CA 93721

Weapons

Any student who possesses or uses a weapon while at school will be subject to termination. The School has a zero tolerance policy regarding activities creating a safety hazard to other persons at The School.

Admissions Policy

All Instruction is given in English, or in Spanish for the Spanish course. Students are required to have interviewed with one of the admissions reps and must file an Application for Admission as far in advance of the class start date as possible.

Step 1:

Each admitted student must meet **One** (1) of the following requirements:

- A. Have a high school diploma, or its equivalent.
- B. ****Be above the age of compulsory education (18 years old), and have the Ability to Benefit (ATB) from the education and training offered at our school. A third party administers the ATB test. The third part test administrator charges a fee for the ATB test.**

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904(a) an institution is required prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). This school accepts Wonderlic Basic Skills Test (WBST) Verbal forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 with passing score of Verbal – 200 and Quantitative – 210.

- C. Enroll at our school under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations (such as GI Bill benefits for veterans and dependents).

****Proof of age may be documented in one (1) of the following ways:**

- 1. Driver License or ID Card
- 2. Birth Certificate
- 3. Valid U.S. Passport

Step 2:

Each student must also correctly answer 15 questions on the Wonderlic Personnel Test Scholastic Level Exam (SLE) or the currently approved entrance examination as required by the State of California. This test may be administered in an off-site location specified by the Administration of Federico College, Inc. or in the Admissions Office. The Admission Advisor will have the most updated specific information for applicants during their interview time. Federico College, Inc. accepts a student's high school diploma or its equivalent (GED) and passage of the entrance exam as an excepted level of English proficiency to attend Federico College, Inc.

Step 3:

Federico College, Inc. Admissions Advisor evaluates prospective students throughout the process to determine their enrollment eligibility based on the criteria above. All admissions and financing questions and concerns are addressed during the interview processes with a Federico College, Inc. Admission Advisor. Federico College, Inc. recruitment and classes are currently offered in English and Spanish languages. Federico College, Inc. does not provide assistance to find housing to attend school.

Step 4:

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.

Note: The State of California requires the disclosure of Social Security numbers as part of the application for licensure examination. To ensure students are eligible to apply for this examination, The School requires a copy of your Social Security card prior to enrollment. The state also requires a government issued photo ID to be admitted to the licensure exam. To ensure that students are eligible to be admitted to this exam, the school requires a copy of your ID prior to enrollment.

Personal Hardship Discount

If it is determined that a student cannot afford the total cost of tuition the student may be eligible for a personal hardship discount from Federico College Inc.

Veterans

Welcome to Federico College. Federico's thanks you for serving our country in the U.S. Military. We are honored to offer you and your families, career training in the fields of Barbering, Cosmetology, Esthetics and Manicuring. At Federico College, we will do everything possible to assist you while you are enrolled in our programs. Veteran Education Benefits are available to you if:

1. You have served in the military;
2. You are currently serving in the military;
3. You are an eligible dependent of a veteran; or
4. You are a spouse of a veteran receiving benefits

Please visit www.gibill.va.gov to determine which GI Bill benefit helps you meet your educational goals. For more information and assistance you may also call the Veteran's Administration at 1-888-442-4551. To complete your application, visit [YONAPP](#). New Veteran students use VA Form 22-1900 and transferring Veterans use VA Form 22-1995. New dependent students use VA Form 22-5490 and transferring dependents use VA Form 22-5495. Upon request, Federico's publishes a Veteran's Bulletin to assist the veteran students while attending school. Linda Federico is the Certifying Official for Federico College. For enrollment contact Admissions@federicocollege.com.

Notice Concerning Transferability of Credits Earned at Our Institution

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

Credit for Previous Training

If under certain circumstances, the School may admit students who have enrolled previously in the same or similar courses at other schools. Acceptance may be based upon such factors as the number of hours completed, operations performed, and quality of education received. Transfer enrollments require the authorization of the School Administrator. Students, who have had previous training in a licensed school of cosmetology in California, may be given credit for this training as approved by the State Board of Barbering and Cosmetology. Students who have had previous training outside the State of California must furnish documented proof of the hours of credit to be granted. *It is the student's responsibility to obtain State Board Approval of any credit for hours earned before enrollment in Federico College, Inc.* Tuition will be pro-rated according to the number of hours needed to complete the chosen course. In the absence of such documentation being provided, it will be assumed that the student has no transferable hours, and the full tuition will be charged. Students may waive their claim to prior hours of training by mutual agreement with School. This waiver must be documented before enrollment. Federico College, Inc. has not entered into an articulation or transfer agreement with any other college or university, or apprenticeship.

Recruitment

The School does not recruit students already attending or admitted to another school offering similar programs.

Re-Admission

In the event a student who has been dismissed or withdrawn wishes to re-enter school, the reason for his/her dismissal or withdrawal will be reviewed. The student will be re-evaluated and may be re-instated under a new contractual agreement, providing review and evaluation are satisfactory, and a period of at least 30 days has passed since withdrawal. Re-enrollments are subject to new enrollment fees. Any outstanding amounts owed the school from prior enrollment must be paid before the re-admission application will be considered.

School Calendar

The School is open 12 months a year, Monday through Saturday. The following holidays are observed: The Evening of New Year's Eve, New Year's Day, Memorial Day, July 3rd, Independence Day, Labor Day, Thanksgiving Day, and The Evening of Christmas Eve, & Christmas Day. Other School closures may occur and will be announced as far in advance as possible. In the event of additional closures, contract graduation dates and schedules will be amended as needed.

Schedules:

- **Full-Time** (40--48 hours per week):
 - 8:30 am—5:00 pm Monday through Friday (40 hours)
 - 8:30 am – 5:00 pm Monday through Saturday (48 hours)

- 1:00 pm –9:30 pm Monday through Friday (40 hours)
- 1:00 pm – 9:30 pm Monday through Friday AND 8:30 am – 5:00 pm Saturday (48 hours)
- **Part-Time** (20 – 36 hours per week)
 - 8:30 am—12:30 pm Monday through Friday (20 hours)
 - 8:30 am – 12:30 pm Monday through Saturday (24 hours)
 - 8:30 am – 12:30 pm Monday through Friday AND 8:30 am – 5:00 pm Saturday (28 hours)
 - 8:30 am – 3:00 pm Monday through Saturday (36 hours) Esthetics Course Only
 - 3:00 pm – 9:30 pm Monday through Friday (30 hours) Esthetics Course Only
 - 5:30pm –9:30pm Monday through Friday (20 hours)
 - 5:30 pm – 9:30 pm Monday through Friday AND 8:30 am – 12:30 pm Saturday (24 hours)
 - 5:30 pm – 9:30 pm Monday through Friday AND 8:30 am – 5:00 pm Saturday (28 hours)

Start dates for all courses are on a rolling basis. Please call admissions office for more info.

Grading

Students are evaluated on a regular basis on theory and practical work. Practical evaluations are measured in percentages equating to a letter grade using a practical exam assessment sheet following the NIC practical exam Bulletin. Written exams are graded on a percentage basis equating to a letter grade. All students must maintain an 85% average to remain in satisfactory academic standing.

90-100	A	Excellent
80-89	B	Good
75-79	C	Satisfactory
61-74	D	Unsatisfactory
Below 60	F	Failing

Satisfactory Progress

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Federico College.

Attendance Progress-

The maximum time a student has to complete their course is 150% of the program length.

All students must maintain a minimum of 67% cumulative attendance average to be considered making satisfactory progress and to complete the program within the maximum time frame. However, in preparation for the workplace and as an expectation of professionalism students missing more than 16 hours per calendar month, or attending less than 80%, may be counseled or put on probationary status.

Academic Progress-

The following factors will be measured to determine academic progress:

Theory work (test grades, workbook, etc.)

Practical work

Theory and practical work will be graded on the following scale:

90-100	A	Excellent
80-89	B	Good

75-79	C	Satisfactory
61-74	D	Unsatisfactory
Below 60	F	Failing

Students must maintain a minimum of 85% in both theory and practical/clinical work in order to be considered making satisfactory progress.

Determination of Progress

A staff member will conduct evaluation of progress within 15 days of the following hours:

Barbering: 1125 Cosmetology: 1200 Manicuring: 240
 Esthetics: 450 Cosmetology for Barbers: 150
 Barbering for Cosmetologists: 100

Satisfactory: Students with a minimum 85% written & practical average, 67% of attendance, payment account current.

Note: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, they must meet both attendance and academic minimum requirements on each.

Probation

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be making satisfactory progress. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting the minimum requirements in both academics and attendance, they will be determined to be making satisfactory progress. If the student fails to meet the minimum requirements, they may be terminated from The School. No more than four (4) probationary periods will be allowed during the program.

Appeal Process

Students who are terminated after failing to achieve minimum requirements may appeal this determination. Within five business days, the student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. Should the student fail to appeal or appeal after the five business days, the decision to terminate will stand.

An appeal hearing will take place within ten (10) business days of receipt of a timely written appeal. This hearing will be attended by the student, parent/guardian (only if the student is a minor), an instructor, The Director of Education/President/Administrator/Operations Manager. A written decision of the student's appeal will be issued within five (5) business days. This decision will be final.

Should a student prevail on their appeal and be determined to be making satisfactory progress, the student will automatically re-entered in the course.

Course Costs

The schedule of charges for a period of attendance and estimated schedule of total charges for the entire educational program are the same.

Cosmetology:

Tuition	18,414.61
Application Fee	100.00
STRF Fee	0.00
Lab Fee	325.00
Textbook	107.34
Shipping	25.00
Kit	1,210.70
Total Cost*	20,182.65

(*Excluding Tax)

Barbering:

16,137.53
100.00
0.00
325.00
132.00
25.00
1,337.60
18,057.13

Manicuring:

Tuition	6,313.22
Application Fee	100.00
STRF Fee	0.00
Lab Fee	125.00
Textbook	102.67
Shipping	25.00
Kit	150.00
Total Cost*	6,815.89

(*Excluding Tax)

Esthetics:

13,510.42
100.00
0.00
325.00
182.65
25.00
1,138.38
15,281.45

Crossover to Barber:

Tuition	3,999.00
STRF Fee	0.00
Lab Fee	125.00
Application Fee	100.00
Textbook	132.00
Shipping	25.00
Kit	1,337.60
Total Cost*	5,718.60

(*Excluding Tax)

Crossover to Cosmetology:

4,142.61
0.00
125.00
100.00
107.34
25.00
1,210.70
5,740.65

OPTIONS REGARDING STUDENT FINANCING FOR ALL COURSES:

Student financial responsibility: A student may obtain an outside loan to pay for an educational course at Federico College, Inc. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Financing options include tuition payments directly to the school or financing tuition through TFC Credit Corporation, a major national financing corporation.

PRIVATE: Your own Personal Bank Loan/Line of Credit.

PAYMENTS TO THE SCHOOL: Students may take interest free monthly payments to the school, to be paid in full by the completion of their contract.

TFC CREDIT CORPORATION: Simple interest loan at 6.8% while in school and 18% after graduation--Contact Admissions Representative for loan application. May require a co-borrower for the loan. All loan payments are made directly to TFC Corp. Please remember that Federico College, Inc. does not accept personal checks. For your convenience we gladly accept:

- Credit Cards (Visa or MasterCard)
- Money Order
- Cashier's Check
- Cash

If you have any questions about financing, please contact the admissions office. Federico College, Inc. does not participate in federal and state financial aid programs.

Graduation Requirements

The following are required to successfully graduate:

- Complete all required course hours
- Complete all required theory hours and practical operations (student ticket)
- Take and pass all required written and practical exams with a 85% or better score
- Participate in and pass a full mock board practical exam
- Pay any tuition or fee balances. The School will not issue any completion documents until your account is paid in full and funds are verified

Once these tasks have been completed, The School will issue you:

- Proof of Training Document
- Diploma
- Any applicable partnership program certificates applicable to your course (i.e. Dermalogica)

The School will also assist students in completing the appropriate documents to file with the Board of Barbering and Cosmetology.

A non-refundable document retrieval fee of \$75 will be charged for any document requested after three months from the student or graduate's last date of attendance. The fee must be paid before any attempt will be made to locate the document or documents. Federico College, Inc. will not be responsible for maintaining any documents after the maximum time required for any state or federal government agency.

Licensing Requirements

The Cosmetology, Barbering, Manicuring and Esthetics courses are designed to lead to positions in their respective fields, which requires licensure by the state. The curriculum for students enrolled in these courses shall consist of:

- Cosmetology: 1600 clock hours of technical instruction and practical operation covering all practices of constituting the art of cosmetology;
- Barbering: 1500 clock hours of technical instruction and practical operation covering all practices of constituting the art of barbering;
- Manicuring: 400 clock hours of technical instruction and practical operation covering all practices of constituting the art of manicuring; and

Commented [CM1]: The additions that were suggested for this section only were an example and refer specifically to cosmetology so I went ahead and added what was written but it will need to be revised to reflect the other areas of study as well.

- Esthetics: 600 clock hours of technical instruction and practical operation covering all practices of constituting the art of esthetics.

Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operation shall mean the time it takes to perform a practical operation. To become a licensed professional in these fields, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, have completed the 10th grade in public school or its equivalent, have committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and have completed the hour requirements as listed above in an approved California school. A Social Security Number is required to take the Test with the California board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

Cosmetology, Barbering, Manicuring and Esthetics:

To qualify to take the Board of Barbering and Cosmetology Exams*:

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalent.
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and
- Has done any of the following:
 - Has completed the following hours in a Board Approved School/or completed a 3200 hour apprenticeship program in California:

Cosmetologist	Manicuring	Barber	Esthetician	Crossover Cosmo.	Crossover Barber
1600 hours	400 hours	1500 hours	600 hours	300 hours	200 hours

*Requirements are listed at www.barbercosmo.ca.gov on the "Application for Examination and Initial License Fee" page 3

- Has practiced in the field outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in the field from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;
 - Holds a license as a barber in California and has completed a crossover course in a school approved by the board or;
 - Completed the apprenticeship program in the field specified in Article 4 (commencing with section 7332).
- 1) To obtain a license from the Board of Barbering and Cosmetology, the State of California requires: Valid Identification Card
 - 2) Pre-Application for State Board Exam
 - 3) Proof of Training Document
 - a. 1600 hours completed in the Cosmetology course
 - b. 1500 hours completed in the Barbering course
 - c. 600 hours completed in the Esthetician course
 - d. 400 hours completed in the Manicuring course

- e. 300 hours completed in the Barber to Cosmetology course
 - f. 200 hours completed in the Cosmetology to Barber course
- 4) Passing the State Board written and practical exam

GROUNDNS FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
 - a) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
 - b) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications functions or duties for the business or profession for which application is made.
2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
3. A board may deny a license regulated by this code on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

Commented [CM2]:

Employment Assistance

Federico College, Inc. does not guarantee employment to its graduates; however, the School assists qualified graduates in finding employment. Employment placement services are provided at no additional charge. Our staff works with salon owners and employers to provide students with an opportunity to become gainfully employed upon successful completion and licensure. Students are encouraged to discuss their employment needs with their instructor or an administrative staff person. Through contacts with local salons, spas, barber shops and Professional Organizations in the industry, Federico College, Inc. is able to assist in placing graduates on a global basis.

Career Advisement

Students are counseled individually, as often as necessary. Advisement takes place as part of the regularly scheduled satisfactory progress review. Students may request additional advisement at any time. Often, The School is in a position to help a student with personal or business problems, or to refer them to appropriate services outside The School. We will be happy to discuss them with you by appointment on an individual basis. Students are encouraged to come to us with questions, which may affect their performance in school. Advice on course selection and vocational goals is provided to all students before enrolling and at any subsequent time. Should your problem arise in the following areas, seek out the appropriate person/department:

- | | |
|---------------------------------------|---|
| Conflict with student or staff member | Your Instructor And/or Your Admissions Rep. |
| Curriculum | Your Instructor |

Personal Finances
 Student ideas to better The School

Megan Bockoven
 Written Suggestions turn into your Admissions Rep

Reasonable Compensation

Salary Information from CA Employment Development Department 2012

1. Cosmetologists	\$13.77per hour	plus tips
2. Barbers	\$13.77per hour	plus tips
3. Skin Care/Makeup Artist	\$20.00-\$49.00	plus tips
4. Nail Technician	\$9.93 per hour	plus tips

United States Department of Labor’s Standard Occupational Classification Codes

Commented [CM3]: This Section should maybe be added somewhere in the Performance facts sheet but I wasn't sure where to put it and I figured you would be inserting the newly revised versions of the performance fact sheets into this document so I just stuck this here for now

- 39-5000 Personal Appearance Workers
- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
- 39-5011 Barbers
- 39-5012 Hairdressers, Hairstylists, and Cosmetologists
- 39-5090 Miscellaneous Personal Appearance Workers
- 39-5092 Manicurists and Pedicurists
- 39-5093 Shampooers
- 39-5094 Skincare Specialists

Course Descriptions

Cosmetology Course

The courses of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours to technical instruction and practical operations covering all practices constituting the art of cosmetology.

Curriculum for Cosmetology Course – 1600 clock hours

The curriculum for students enrolled in a cosmetology course will consist of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology.

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Textbook- Milady Cosmetology

Cosmetology Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
(2) Cosmetology Chemistry (Shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20	

Cosmetology Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(3) Health and Safety/Hazardous Substances (Shall include 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.)	20	
(4) Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	
(5) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	10
(6) Bacteriology, anatomy and physiology.	15	
(7) Wet Hair Styling (Shall include hair analysis, shampooing, fingerwaving, pin curling and comb-outs.)	25	200
(8) Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.)		
(A) Thermal styling	20	40
(B) Press & Curl	0	20
(9) Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	80
(10) Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	20	25
(11) Haircutting (Shall include hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
(12) Hair Coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
(A) Hair coloring	40	50

Cosmetology Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(B) Hair bleaching	0	20
(13) Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5	20
(14) Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	5	10
(B) Electricals (Shall include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing and electrical current shall not be used to stimulate so as to contact, or for the purpose of beautification.)	10	5
(C) Chemicals (Shall 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.)	10	15
(15) Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	10	20
(16) Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	15	10
(17) Manicuring and Pedicuring		
(A) Water and oil manicure, including nail analysis, and hand and arm massage.	5	15
(B) Complete pedicure, including nail analysis, and foot and ankle massage.	5	10
(C) Artificial nails		
1. Acrylic: Liquid and powder brush-ons	10	50 Nails
2. Artificial nail tips	10	50 Nails
3. Nail wraps and repairs	5	20 Nails
(18) Salon Skills (salon success, fundamentals of business management, record keeping, career and employment information, and compensation packages and payroll deductions.)		

Credit is given only if applied effort is maintained. See “applied effort”.

Program Goals:

The cosmetology course of study is designed to prepare the students to pass the Board of Barbering and Cosmetology licensing exam. Passing the exam is required in order to obtain a Cosmetology license. The license is required to operate as a cosmetologist in the state of California.

Educational Objective:

1. Prepare students to take and pass the California state license exam in order to be eligible for entry-level employment in the field of cosmetology
2. Teach students to communicate effectively in order to build a client base
3. Teach students how to market themselves to be successful
4. Teach students how to market their services and retail products to be successful

Job Opportunities:

The following career opportunities are open to licensed cosmetologists: hairdresser, esthetician, nail artist, colorist, makeup artist, texture specialist, artistic director, fashion show stylist, beauty care marketing, trade show director, image consultant, photo & movie stylist, beauty product designer, product manufacture representative, educator, platform artist, beauty business consultant, cosmetic & fragrance designer, salon owner, salon coordinator, salon franchisee, and salon manager.

Barbering Course

The courses of study for students enrolled in a barber course shall consist of fifteen hundred (1,500) clock hours to technical instruction and practical operations covering all practices constituting the art of barbering.

Curriculum for Barber Course – 1500 clock hours

The curriculum for students enrolled in a barber course will consist of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering.

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Textbook- Milady Barbering

Barbering Courses Minimal Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(1) Haircuts and Hairstyles.	85	320
(2) Prep/Shaves/Facials	100	100
(3) Bacteriology/Anatomy	15	
(4) Perm Waving/Chemical Straightening	40	105
(5) Hair Color/Bleach	60	50
(6) Laws & Regulations	20	
(7) Preparation & Performance	100	40
(8) Disinfection/Sanitation	20	
(9) Health & Safety		45

Credit is given only if applied effort is maintained. See “applied effort”.

Program Goals:

The barber course of study is designed to prepare the students to pass the Board of Barbering and Cosmetology licensing exam. Passing the exam is required in order to obtain a barber license. The license is required to operate as a barber in the state of California.

Educational Objective:

1. Prepare students to take and pass the California state license exam in order to be eligible for entry-level employment in the field of barbering
2. Teach students to communicate effectively in order to build a client base
3. Teach students how to market themselves to be successful
4. Teach students how to market their services and retail products to be successful

Job Opportunities:

The following career opportunities are open to licensed barbers: hairstylist, hair designer, colorist, texture specialist, salon or barber shop owner, salon or barber shop manager, educator, product manufacturer representative, platform artist, photo & movie stylist, trade show director.

Esthetics Course

The courses of study for students enrolled in an esthetics course shall consist of six hundred (600) clock hours to technical instruction and practical operations covering all practices constituting the art of esthetics.

Curriculum for Esthetics Course – 600 clock hours

The curriculum for students enrolled in an esthetics course will consist of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of esthetics.

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

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

Textbook(s) - Milady Esthetics, Milady Makeup

Skin Care Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
(2) Chemistry pertaining to the practices of an esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	10	
(3) Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety	20	

Skin Care Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)		
(4) Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10	
(5) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	25	10
(6) Bacteriology, anatomy, physiology, skin analysis and conditions.	15	
(7) Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs and masks.)	20	40
(B) Electricals (Shall include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing and electrical current shall not be used to stimulate so as to contact, or for the purpose of beautification.)	30	30
(C) Chemicals (Shall 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.)	20	40
(8) Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, manual or electrical, and depilatories for the removal of superfluous hair.)		
(A) Tweezers	5	10
(B) Wax and depilatories	20	40
(9) Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20	40
(10) Salon Skills (salon success, fundamentals of business management, record keeping, career and employment information, and compensation packages and payroll deductions.)		

Credit is given only if applied effort is maintained. See "applied effort".

Program Goals:

The esthetics course of study is designed to prepare the students to pass the Board of Barbering and Cosmetology licensing exam. Passing the exam is required in order to obtain an Esthetics license. The license is required to operate as an Esthetician in the state of California.

Educational Objective:

1. Prepare students to take and pass the California state license exam in order to be eligible for entry-level employment in the field of esthetics
2. Teach students to communicate effectively in order to build a client base
3. Teach students how to market themselves to be successful
4. Teach students how to market their services and retail products to be successful

Job Opportunities:

The following career opportunities are open to licensed estheticians: skin care specialist, body care specialist, makeup artist, beauty care marketing, trade show director, educator, product manufacturer representative, platform artist, beauty business consultant, image consultant, cosmetic & fragrance designer, salon/spa owner, salon/spa/resort coordinator, salon/spa/resort manager, salon/spa franchisee.

Manicuring Course

The courses of study for students enrolled in a manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of nail technology.

Curriculum for Manicuring Course – 400 clock hours

The curriculum for students enrolled in a manicuring course will consist of 400 clock hours of technical instruction and practical operations covering all practices constituting the art of nail technology.

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Textbook- Milady Nail Technology

Manicuring Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
(2) Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10	
(3) Health and Safety/Hazardous Substances (Shall include 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.)	15	

Manicuring Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(4) Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
(5) Bacteriology, Anatomy and Physiology.	10	
(6) Water and Oil Manicures, including hand and arm massage.	15	40
(7) Complete Pedicure, including foot and ankle massage.	10	20
(8) Application of Artificial Nails		
(A) Acrylic: Liquid and powder brush-ons	15	80 Nails
(B) Nail tips	10	60 Nails
(C) Nail wraps and repairs	5	40 Nails
(9) Salon Skills (salon success, fundamentals of business management, record keeping, career and employment information, and compensation packages and payroll deductions.)		

Credit is given only if applied effort is maintained. See “applied effort”.

Program Goals:

The manicuring course of study is designed to prepare the students to pass the Board of Barbering and Cosmetology licensing exam. Passing the exam is required in order to obtain a manicuring license. The license is required to operate as a manicurist in the state of California.

Educational Objective:

1. Prepare students to take and pass the California state license exam in order to be eligible for entry-level employment in the field of manicuring
2. Teach students to communicate effectively in order to build a client base
3. Teach students how to market themselves to be successful
4. Teach students how to market their services and retail products to be successful

Job Opportunities:

The following career opportunities are open to licensed manicurist: nail artist, natural nail specialist, artificial nail specialist, fashion show stylist, beauty care marketing, beauty product designer, product manufacturer representative, platform artist, educator, salon owner, salon manager.

Cosmetology for Barbers

The courses of study for students enrolled in a cosmetology crossover course shall consist of 300 hours of technical instruction and practical operations covering all practices constituting the art of Esthetics and Manicuring.

Curriculum for Cosmetology Crossover Course for Barbers – 300 clock hours

The curriculum for students enrolled in a cosmetology course will consist of 300 clock hours of technical instruction and practical operations covering 200 hours of Esthetics and 100 hours of Manicuring for persons who possess a barbering license.

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Textbook- Milady Cosmetology

Cosmetology for Barbers Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
(2) Cosmetology Chemistry (Shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	5	
(3) Health and Safety/Hazardous Substances (Shall include 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.)	20	
(4) Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	
(5) Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
(6) Bacteriology, Anatomy and Physiology.	5	
(7) Wet Hair Styling (Shall include hair analysis, fingerwaving, pin curling and comb-outs.)	10	35
(8) Thermal Hair Styling (Shall include hair analysis, straightening, waving, and curling with hot combs and hot curling irons.)	5	15

Cosmetology for Barbers Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(9) Permanent Waving (Shall include hair analysis, sectioning patterns, chemical and heat permanent waving.)	10	35
(10) Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	5	10
(11) Haircutting (Shall include hair analysis, basic guideline and sectioning, the use of the razor, scissors for wet and dry cutting.)	2	10
(12) Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
(A) Hair coloring	20	15
(B) Bleaching		5
(13) Scalp and Hair Treatments (Shall include hair analysis, scientific brushing.)	2	5
(14) Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	2	5
(B) Chemicals (Shall 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.)	10	15
(15) Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	5	5
(16) Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	5	10
(17) Manicuring and Pedicuring		
(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	5	15
(B) Complete Pedicure, including nail analysis, and foot and ankle massage.	1	3
(18) Artificial Nails		
(A) Acrylic: Liquid and Powder brush-ons	5	10 Nails
(B) Artificial Nail Tips	3	10 Nails

Cosmetology for Barbers Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(C) Nail Wraps and Repairs	2	5 Nails
(18) Salon Skills (salon success, fundamentals of business management, record keeping, career and employment information, and compensation packages and payroll deductions.)		

Credit is given only if applied effort is maintained. See “applied effort”.

Program Goals:

The cosmetology course of study is designed to prepare the students to pass the Board of Barbering and Cosmetology licensing exam. Passing the exam is required in order to obtain a cosmetology license. The license is required to operate as a cosmetologist in the state of California.

Educational Objective:

1. Prepare students to take and pass the California state license exam in order to be eligible for entry-level employment in the field of cosmetology
2. Teach students to communicate effectively in order to build a client base
3. Teach students how to market themselves to be successful
1. Teach students how to market their services and retail products to be successful

Job Opportunities:

The job opportunities open to someone licensed in both barbering and cosmetology would be the same as listed under those course descriptions.

Barbering for Cosmetologists

The courses of study for students enrolled in a barber crossover course shall consist of 200 clock hours of technical instruction and practical operations covering the art of shaving for barbering.

Curriculum for Barbering Crossover Course for Cosmetologists – 200 clock hours

The curriculum for students enrolled in a barber crossover course will consist of 200 clock hours of technical instruction and practical operations covering the art of shaving for barbering for persons who possess a cosmetology license.

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Textbook- Milady Barbering

Barbering For Cosmetologists Minimal Practical Operations

Subject	Minimum Practical Operations
(1) Haircuts and Hairstyles	150
(2) Shaves	20
(3) Rest Facials	10
(4) Shampoos	20
(5) Scalp Manipulations	10
(6) Hair Waving and Curling	5
(7) Hair Processing and Relaxing	5
(8) Theory	40 Hours
(9) Health and Safety/Hazardous Substances (Shall include 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.)	10 Hours
(8) Application of chemicals used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages.	
(9) Salon Skills (salon success, fundamentals of business management, record keeping, career and employment information, and compensation packages and payroll deductions.)	

Credit is given only if applied effort is maintained. See “applied effort”.

Program Goals:

The barber crossover course of study is designed to prepare the students to pass the Board of Barbering and Cosmetology licensing exam. Passing the exam is required in order to obtain a barbering license. The license is required to operate as a barber in the state of California.

Educational Objective:

1. Prepare students to take and pass the California state license exam in order to be eligible for entry-level employment in the field of barbering
2. Teach students to communicate effectively in order to build a client base
3. Teach students how to market themselves to be successful
4. Teach students how to market their services and retail products to be successful

Job Opportunities:

The job opportunities open to someone licensed in both cosmetology and barbering would be the same as listed under those course descriptions.

Applied Effort

After clocking in, you are required to maintain applied effort. Applied effort means:

- You are engaged in assigned practice activities
- You are engaged in self-study activities (authorized by your instructor)
- You are in class
- In all cases, your activities while on the time clock must be related to training for your course of study. Personal grooming, leaving the building, reading material not related to training other activities not related to your training does not benefit the student. Continued activities of this nature will result in disciplinary actions.

Student Handbook Rules and Regulations

HOURS OF OPERATION/ CAMPUS BOUNDRIES

1. Regular hours are 8:30 am – 9:30 pm Monday – Friday and 8:30 am – 5:00 pm Saturday. Please consult your contract for your exact schedule or see your Admissions Rep if you need clarification.
2. Federico College, Inc. campus boundaries extend from the back of The School to Blackstone Ave, and from Auto Center Drive to Bullard Ave. Any areas outside these boundaries are considered to be off campus.

BREAKS

3. Students are not to leave The School campus during their contracted hours without notifying their instructor or Admissions Counselor, and they must clock out. Morning break: 9:30 a.m. - 9:45 a.m., this break entitles you to 15 minutes only. At 9:45 begin preparation for the day's instruction. The Instructor will designate afternoon and evening breaks.
4. Lunch Breaks are as follows:
 - a. On State board Monday's ALL evening students MUST take lunch at 5:00 pm
 - b. Morning students leaving before 6:30 pm MUST take lunch at 12:30 pm.
 - c. Morning students leaving after 6:30 pm MUST take lunch at 2:00 pm.
 - d. Evening students Starting class between 9:15 am and 11:00 am MUST take lunch at 2:30 pm
 - e. Evening students starting class between 11:01 am and 3:30 pm MUST take lunch at 5:00 pm
5. You may not drive your car while clocked in. This includes 15 min breaks.
6. Students that have not returned from break by the 15 minute mark may be clocked out for the time difference. Students earn a break by attending a four-hour schedule.
7. Breaks are not to be taken at the beginning of the shift. They are in the middle of a four hour shift.

8. If student clocks in and immediately goes to break the students time will be removed to the time of return.
9. Students missing theory class are not entitled to a 15 min break if only scheduled for a 4 hour shift.
10. Standard lunch breaks are 30 minutes long. If a student takes a 29 minute or less lunch they may be clocked out for an additional 30 minutes. Extended lunch breaks are calculated to the minute. For example, if you clock out for a 31-minute lunch break it will be counted as 31 minutes.
11. Student Salon students should take breaks according to their bookings.
12. If a student misses a time punch they may fill out a time correction slip signed by the instructor. Time correction slips are located at the front desk.
13. Time correction slips that are not filled out completely and correctly will not be accepted.
14. Student hours are the responsibility of the student. No time correction slips will be accepted for forgotten lunch punches.
15. Please remember that you **MUST** clock out for a lunch break if you attend more than six hours in any given day. Students not clocking out for a lunch break may be clocked out for one full hour. If you are with a client during your scheduled break time, please notify an instructor and we will attempt to have another student take over so that you may take your break. However, this is not always possible and other arrangements may need to be made.

CONDUCT

16. Any behavior that is disruptive or interferes with the learning process is not permitted.
17. Gum is not permitted in The School building. We suggest breath mints instead.
18. Professional conduct is expected at all times.
19. The school does not allow any foul language, crude or tasteless jokes, verbal, physical abuse or fraternization with students, visitors or staff while on campus.
20. Students should be respectful of staff, if a staff member is on the phone, with a client, or in a meeting the student should not interrupt.
21. Please knock before attempting to enter an office.
22. Students should not attempt to instruct another student on client service. If the student performing the service needs help they should consult an instructor and the instructor on duty will assist in the operation.
23. If a student wishes to demonstrate a new technique they may do so as long as they have staff approval and the instructor is present.

24. Please remember that each student has the right to a disruption free environment. Please be respect your fellow students.
25. Students will refrain from inappropriate conversation (complaining about staff, other students, or clients) while on Campus.
26. Students shall refrain from inappropriate conduct (fighting, gambling, and unprofessional and illegal activities) while on Campus.

DRUGS and ALCOHOL

It is the position of Federico College, Inc. that persons who use, possess, transfer, sell, distribute, dispense, or manufacture illegal drugs, or who abuse the use of prescription drugs, over-the-counter medications, alcohol, or other foreign substances, are a negative influence on the workplace and create a safety, health, and general risk.

Therefore, it is not permissible for any Student to:

- a. Consume, sell, distribute, dispense, or manufacture illegal drugs on or off the Campus.
- b. Be on the premises, or otherwise on duty:
 - i) While in possession of alcohol, illegal drugs, or drug-identified paraphernalia;
 - ii) With alcohol or illegal drugs in one's system (including prescription drugs obtained illegally);
 - iii) With prescription or over-the-counter drugs in one's system in excess of prescribed levels or recommended dosages, and/or at any level that may pose a direct threat to the health and/or safety of the Student or others (physician prescribed medications are permissible **ONLY** when taken as prescribed and when they do not compromise workplace safety – also see below); or
 - iv) While otherwise mentally or physically impaired to any degree by any other foreign substance.

27. **Prescription/Over-The-Counter Drugs:** Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any Student taking such medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could, in any manner, compromise the safety of the Student, Staff, or the public, it is the Student's responsibility to immediately notify the college administration and to use appropriate procedures to avoid unsafe workplace practices.

28. **Marijuana:** So long as marijuana is an illegal drug under federal law, it is an "illegal drug" as defined by this policy. State laws and/or local ordinances permitting the possession and/or use of medical or

recreational marijuana do not modify this definition. If legalized by both federal and state laws, marijuana may be considered to be a “foreign substance” under this policy.

29. **Search:** To control the prohibited possession, use, transfer, and/or distribution of illegal drugs, alcohol, or other foreign substances, administration may, at any time with or without announcement, conduct or direct a comprehensive search and/or inspection.
30. **Disciplinary Action:** Students who engage in a prohibited activity as defined by this policy may be subject to disciplinary action up to and including immediate discharge. Violation of criminal statutes may result in referral of the matter to law enforcement authorities.

DISCIPLINE

31. We want students to succeed. It is The School’s goal for all of its students to successfully complete their course, obtain a license, and flourish as a beauty/barber professional. Just as your employer will, The School also expects that students follow its policies. Disciplinary actions may become necessary if policy is not being followed:

You will be asked to sign a Student Rules and Regulations Violation form that will state the action that took place and a statement of consequences.

- i) Verbal Warning: They would include, but are not limited to, being under the influence of drugs or alcohol, harassment, intentional abuse of equipment, or furniture, violation of The Board of Barbering and Cosmetology Act, refusing a client, forgery, and not achieving daily applied effort.
- ii) Written Warning. This acknowledges that you have been made aware of the policy violation and understand that further violation will escalate the need for further action.
- iii) One to Three Day Suspension: This acknowledges that you have been made aware of the policy violation and understand that further violation will escalate the need for further action. A return date will be noted on the Student Rules and Regulations Violation form.

Please keep in mind that there may be situations in which verbal or written warning are not warranted.

Meaning that the violation may be severe enough to warrant immediate suspension or expulsion. These instances will be determined by the administration.

STUDENT PAYMENTS

32. Student payments are due on either the 1st or 15th of each month as contracted.
33. Students will be suspended for non-payment if the entire payment is not received by 5pm on the 7th day. Example: A student whose payment is due on the 1st will be suspended for non-payment as of the 7th at 5pm. A student whose payment is due on the 15th will be suspended for non-payment as of the 22nd at 5pm. Day 1 is the day your payment is due. A late fee of \$75.00 will be applied if payment is not made by the 4th day at 5pm.

34. It is the student's responsibility to communicate any late payment scheduling and make arrangements with the administration.

35. Don't wait until suspension to discuss your situation with administration.

TERMINATION

36. Termination of Student Status is defined as no longer receiving credit, whether by the student's voluntary withdrawal, dismissed by the school as disciplinary action or failure to meet school regulations and financial requirements. A Student will be considered Terminated under the following conditions:

- i) Misrepresentation of personal information on contracts or documents.
- ii) Non-payment of tuition according to the tuition schedule in the Enrollment Agreement.
- iii) Unsatisfactory attendance. A student in non-attendance who has not notified the school, in writing of their intent to drop may be terminated from their program.
- iv) Non-completion of the program within 1.5 times the maximum time frame of the program.

LEAVE OF ABSENCE PURPOSE & CRITERIA:

The Leave of Absence request must be completed and submitted to Admissions office (See LOA Procedures). Documentation must be secured from the attending physician.

Legitimate reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary caregiver; military duty; temporary disability; or a serious medical emergency. Military duty will require appropriate documentation.

*Federico College, Inc. reserves the right to amend this policy case by case.

*All student discount privileges are revoked while on LOA.

*Additional LOA's may be granted if the reason needed is a reasonable accommodation of a disability.

*LOA does not change the student payment due dates according to student's contract. Payments are due on contracted due date.

*No LOA will be granted to a student that misses class due to incarceration.

37. LEAVE OF ABSENCE (LOA) PROCEDURES

- a. All students must complete and submit a LOA form to the admissions office no later than 1 day prior to beginning leave date being requested.
- b. No back dated LOA forms will be approved. LOA may start the day following the LOA submission.

- c. The return date for the Leave of Absence may be determined by Federico College, Inc. administration.
- d. Should a student need to extend a Leave of Absence, the extension must be submitted in writing prior to the end date on the original LOA form. The student will be notified by Administration if the extension is approved.
- e. If student does not return by appointed end of leave date all time missed after approved return date will be counted as absent.
- f. When returning from a Leave of Absence, the student must report to Admissions Counselor to notify of return. If returning from a medical LOA, a doctor's release may be required.
- g. If a student has not completed the proper LOA procedures and or the LOA was not approved by the administration office, all time missed may count as absences from school and will affect overtime charges and Satisfactory Progress.

38. Should you have an emergency, please contact The School as soon as possible. The voice mail system will accept messages 24 hours a day for your convenience. Please leave messages at ext 2102 or ext 2103.
39. You may use The School's phone number as an emergency contact number, but please keep in mind that this is to be used in emergencies only.
40. Federico College, Inc. maintains student records in accordance with State and Federal regulatory agencies. Should you require copies of your student records, please contact The Administrative Office. Please note that some school records are only kept for 5 years.

APPLIED EFFORT

41. After clocking in, you are required to maintain applied effort. Applied effort means; you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or in a class. In all cases, your activities while on the time clock must be related to training for your course of study.
42. Students must take chapter exams EVERY WEEK regardless of a previous passing grade rotating through each chapter of the book. Shorter courses, such as manicuring, may require 2 tests per week.

DRESS CODE AND APPEARANCE

43. While a student at Federico College, Inc. you are expected to present a professional, neat, well-groomed appearance at all times.
44. Students are required to wear clean Federico t-shirts, black closed-toe/closed-back shoes and clean black pants, skirts (no shorter than knee length) or shorts (no shorter than three inches above the knee).
- a. As of September 1, 2017, Federico College T-shirts are a uniform item and are required to be worn daily.
 - b. Federico College T-shirts may not be altered by the student in any way. This includes bedazzling, cutting, painting etc.
 - c. No stripes or designs allowed at any time. Logos no larger than a quarter. No faded or tattered clothing please.
 - d. No hats or head coverings are allowed at any time while in the classroom or the Student Salon.
 - e. Shoes are to be in Solid Black color. The shoes are to be closed toe and heel for your protection.

- f. No sleeveless tops. Sleeves should be sufficient to cover the entire underarm.
- g. No See-through clothing of any kind is allowed. This includes Nylon, mesh, or fishnet materials on bottoms or tops.
- h. No off the shoulder tops or exposed shoulders are permitted.
- i. Absolutely no blue jeans may be worn.
- j. If leggings are worn a skirt must be worn over them. Leggings are not pants.
- k. No backless shirts may be worn.
- l. Midriffs must not be exposed.
- m. No exposed underwear.
- n. No gym /sportswear may be worn.
- o. Students are to remain in the school dress code while clocked in. If you have to change your clothing, clock out first, then change.
- p. Sunglasses may not be worn in the school building unless required by a physician.
- q. Students will be sent home if out of uniform.

45. Graduation day dress code:

- a. Students must come to school in a clean uniform to complete your applied effort.
- b. No clients are assigned for the last 2 hours before graduation.
- c. Graduates are to stay in uniform until they clock out at their graduation time.

46. Graduates returning for State Board practice are expected to observe The Schools Rules & Regulations as well as the dress code. Students must be in School Uniform when returning to school to practice for State Board.

POLICY AGAINST HARASSMENT

47. The School is committed to providing an environment free of unlawful harassment. Our policy prohibits harassment because of sex (which includes sexual harassment, gender harassment, and harassment due to pregnancy, childbirth or related medical conditions), and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by state or federal law or local ordinance. This rule applies while you are on campus clocked in or not. Instances of harassment will lead to disciplinary actions up to and including termination of student status.

STATEMENT OF NON-DISCRIMINATION

48. Federico College, Inc. is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of sex, race, age, color, ethnic origin, or religion.

ELECTRONIC DEVICES

49. Radios and handheld video games are not permitted in The School building.

50. Ear Buds may be allowed if student uses only one ear bud and only if the student is engaged in self-study or performing operations on a mannequin. Volume must be kept at a level that if a staff member calls you, they can be heard.
51. No ear buds, cell phones, or any other electronic devices are to be used in the Freshman class room or during theory time, state board class, or Staff counseling/lectures.
52. Cell phones and earbuds are not to be used while with a client.
53. Students may not use their cell phones during class time for anything other than music or emergency calls.
54. If a student is found to be using an electronic device in violation of these Rules and Regulations they may be written up and asked to leave school for the day.
55. Personal tablets and laptops may be used for study purposes only while on the clock.
56. Federico College, Inc. is not liable for lost, damaged, or stolen personal equipment.
57. Cell phone usage is not allowed in The School building. Phone calls may be made during designated breaks, but may not be used in the building. All phones or pagers are to remain in "silent mode" or off, and stored appropriately (meaning not visible), during your contracted hours. Disruptions caused by cell phones, pagers, or other hand-held audio/video devices will be considered as an interruption to the learning process.
58. Text messaging is not allowed while a student is clocked in.

HOUSEKEEPING

59. Students are expected to maintain a professional attitude and behavior at all times.
60. Food is not allowed in the Student Salon at any time. Please do not store food items in your station or supply cabinets. You may have a drink in a plastic container with a screw cap only at your workstation, unless The School is notified of a medical condition at the request of a physician.
61. Stations in the Student Salon and Spa are to be clean at all times and in accordance with The Board of Barbering and Cosmetology's regulations. This means the desk top, inside the desk, the lower shelf, and beneath the desk as well.
62. To prevent slippage the floors must be kept free of hair, debris, and liquids. Should these substances come in contact with the floor please remove them immediately.
63. To prevent tripping all student's personal property must be stored in one of the following areas and not in the walk way.
 - a. In student station or on lower shelf for cosmetology/barber students if on student salon floor.

- b. In a locker (student must provide their own lock and give a key or the combination to the administration to be placed in their file)
 - c. Under desk or manicuring table if in freshman class or a student salon manicurist.
 - d. In the student break area fridge if items are edible.
64. Trash receptacles are located throughout the building. Please place all litter from lunches, services, and waste in these receptacles. Do not leave personal lunch items in break room overnight. Take all recyclables out by end of shift each day.
65. The trash can on the salon floor in the manicuring area is designated for CRV Recyclables. Please utilize this bin.
66. While you may display pictures or personal items on your station, these items may not be affixed with anything other than tape. No foam stickers, glue, staples, pins, or clay are permitted. Please limit the number to 2. All items on display must be professional in nature, both content and activity.

VISITORS

67. Only the person receiving the service may be at the student's station. Visitors must remain at the front reception desk.
68. Visitors are not allowed in the classroom or student lounge. Visitors should remain at the front reception desk. The Student Salon is a classroom, and visitors should not disrupt the educational training.
69. The School does not offer childcare. Please make arrangements as necessary.
70. The School's main phone number, 559-432-4343 ext 2100, should be provided to family and child care providers as the emergency contact number while you are enrolled in school.
71. Solicitation is not allowed on campus.
72. Please do not interrupt Instructor's lecture or conversations by conversing with your fellow students.

SANITATION

73. State Board requires sanitation operations as part of each course. Sanitation assignments are posted in the designated areas and must be completed as assigned.
74. Throughout the day students must keep styling tools and implements in a sanitized or disinfected condition as well as their work area. It's not fair to other students or staff to clean up after another student. Everyone should work together as a team to create a positive environment conducive to learning.
75. Each student is expected to clean up after him/herself. For example, if you are a student of the Student Salon, please sweep up the hair before you call an instructor over to check the haircut, the student lounge is to be kept clean at all times, all waste or spills from break or lunch are to be cleaned immediately, the refrigerator is for ONE-day use only, shampoo area must be mopped and/or dried after each client,

equipment should not be left in the shampoo wells, booster chairs are to be returned to the cabinet not left in the shampoo or dryer area, the hair traps in the shampoo wells are to be cleaned after each shampoo.

76. Report all safety hazards or non-working equipment to an instructor or staff member as soon as possible.
77. Federico Equipment (towels, neck strips, pomades, acrylic, ECT.) should not be removed from the back bar. Please take the amount you need for your current client only.
78. Salon aisles should be clear and passable at all times for fire safety. This means no tables, equipment, chairs, fans or students loitering should be in the aisles.

STUDENT SALON/SPA CUSTOMER SERVICE

79. All students assigned to the student salon/spa are expected to have at least a basic knowledge of all services that are offered that pertain to their course of instruction.
80. Students are expected to use their best efforts. In the event a student is assigned a service that they feel is too advanced for their current level of skill, it is the student's responsibility to discuss the circumstances immediately with their instructor where the guest/client cannot overhear the conversation and ask for assistance.
81. A Student who is deficient in any subject/service may be reassigned to the Freshman class to review that subject.
82. Students must take all appointments/clients assigned to them. Students may be sent home for refusing a patron.
83. An authorized person at the front desk will make all appointments and assign all clients. Appointments are not to be changed or moved by students.
84. Students must have all Essential Kit items before starting on the Student Salon II Floor.
85. Please do not visit with each other while working on a patron. Your client may think this is unprofessional. Your clients will expect your time, service, and attention. If your client speaks a language that you are familiar with, please feel free to make your client comfortable by conversing with them in that language.
86. Do not leave your client unattended without consulting with your instructor. No Breaks or Lunch until service is completed or upon Instructors approval. These would include: processing times, additional product, consultation with instructor, restroom use.
87. Performing additional services without cashiering through the reception desk, may lead to disciplinary actions. Students should perform only the service a client has paid for at the front desk.

88. The only services performed by the students are those services approved by the school.
89. Students must have permission from an instructor before helping another student with a patron. If a student helps another student with an operation without prior instructor approval you will not receive credit.
90. Each student is responsible for his or her equipment. Please, do not leave purses, money, or equipment lying around or in the sanitation area; we do not want to encourage theft. If it doesn't belong to you, please don't touch it!
91. Students will not sit (except on chairs as intended one person per chair), stand, lean, recline, and rest feet on or otherwise misuse or abuse school furniture and fixtures.
92. State Board of Barbering and Cosmetology fines incurred by The School may be charged to the student.
93. Student parking begins at the Sixth stall in both rows in front of the school. If a student is found parking in the First 5 stalls they will be written up.
94. Please do not park in front of our fellow merchants. While they do not exercise it often, they do have the right to tow cars parked in their reserved spaces.
95. Students are NEVER allowed to open another student's desk unless the owner is present.
96. Some stations (desks) may be assigned to 2 different students on different schedules.
97. No outside products or chemicals may be brought into the school with the exception of hair styling products approved by Instructor.

ACCELERATION POLICY

98. Acceleration is available after completion of Freshman Training, to students in good academic standing, meeting the following criteria.
 - i) **FULL TIME STUDENTS MAKING PAYMENTS:** Full time students that meet their scheduled hours each week and whose accounts are in good standing will be allowed to accelerate 18.75 hours per week not to exceed 11.75 hours per day.
 - ii) **PART TIME STUDENTS MAKING PAYMENTS:** Part time students that meet their scheduled hours each week and whose accounts are in good standing will be allowed to accelerate 7.5 hours per week not to exceed 11.75 hours per day.
 - iii) **FULL TIME STUDENTS PAID IN FULL:** Full time students that are paid in full must complete a minimum of 80% of their scheduled hours each week, they may not miss ANY of their scheduled time on their last scheduled day of the week, these students will be allowed to accelerate 18.75 hours per week not to exceed 11.75 hours per day.
 - iv) **PART TIME STUDENTS PAID IN FULL:** Part time students that are paid in full must complete a minimum of 80% of their scheduled hours each week, they may not miss ANY of their scheduled time

on their last scheduled day of the week, these students will be allowed to accelerate 18.75 hours per week not to exceed 11.75 hours per day.

- v) All students must pass their weekly exams in order to be allowed to accelerate the following week.
- vi) Students that do not complete their test with a passing grade will not be allowed to accelerate the following week.
- vii) Students must attend and participate in the state board class they are assigned to in its entirety.

99. Students eligible for acceleration are permitted to attend additional State Board classes that are held outside of the student's regular schedule.

STATE BOARD CLASS

- 100. All students are required to attend the state board class that they are assigned to.
- 101. If a student does not attend their scheduled state board class they will be ineligible for acceleration the following week.
- 102. State board class is available to students and graduates weekly. Date and time of the class is subject to course and student schedule. Please ask your instructor for date and time of the class as it pertains to your course.
- 103. Students wishing to attend state board class and receive credit for doing so must be in class with state board equipment items no more than 5 minutes after the start of class. At this point the door will be locked and you will not receive credit for state board class that day.
- 104. During the Monday State board session, all students **MUST** participate. If a student is not on time or does not bring equipment or refuses to participate they will be sent home and receive no credit for hours or operations that day. **NO** theory hours are given on Mondays or Saturdays.

THEORY CLASS

- 105. All students are required to attend all theory classes that they are assigned to.
- 106. If a student does not attend their scheduled theory class they may not receive theory credit for the day and will not be able to test on that day.
- 107. If a day student is absent for any part of theory class (Tuesday thru Friday) the student will not receive hours credits for any part of theory class.
- 108. Testing must relate to theory gone over in class that week. Night students that miss theory on Tuesdays may not be able to test that week. Theory times are as follows:
 - i. Morning class: 8:30am-9:30am Break 9:30am-9:45am Student will receive hours credit beginning at 9:45 am
 - ii. Afternoon class: 1:00pm-2:00pm Student will receive hours credit beginning at 2:00pm

- iii. Evening class: 5:30pm-9:30pm Must attend the first scheduled hour of theory on Tuesday to receive additional theory credit.
- iv. Please do not ask to attend theory if you are tardy as it disturbs the learning environment for your fellow students.

TIME AND ATTENDANCE POLICY

109. The course you are enrolled in is considered a clocked hours program. This means that credit is applied towards your program through the accumulation of clocked hours.
110. A tardy of two or more hours is considered to be an absence. If you are scheduled in at 8:30 am, you will be considered absent at 10:30 am. If you are scheduled in at 5:30 pm, you will be considered absent at 7:30 pm. Exceptions: mandatory employment meetings, jury duty, court appearances, and medical appointments. All exceptions must be documented with the time of departure. Documentation is subject to verification by The School.
111. Any day student missing more than 2 scheduled Saturdays per calendar month may be automatically withdrawn from their course. (If Saturday's are part of your scheduled days) Any night student missing more than 2 Fridays per calendar month may be automatically withdrawn from their course. (If Friday's are part of your scheduled days) Any student missing more than 16 hours per calendar month, or attending less than 67%, may be put on probationary status. If hours missed become excessive, the student may be subject to termination of student status.
112. Any student re-admitted after having been dropped will pay the current enrollment fee as a condition of re-admittance. Any student repeating the phase I training will also be required to pay the class lab fee.
113. Excessive absences from theory are considered missing 3 or more hours per month
114. If a day student is tardy after theory or on Saturday the student will begin receiving hour credit at time of clock in.
115. If a night student is tardy the student will begin receiving credit at the time of clock in.
116. Student hours are posted weekly in the office window of Megan's office. Be sure to check the posted hours weekly.
117. Please keep track of your absent hours.
118. Students suspended for non-compliance with school policies and procedures will be counted absent for the length of the suspension. Students will be held responsible for all overtime charges incurred by the absence. Students on administrative suspension are not permitted on campus for the duration of the suspension.
119. All time corrections must have a note with the date of the time adjustment, the time adjustment needed and be signed by the instructor on duty at the time of issue. Students must bring these notes to the admissions office no later than Wednesday morning at 10:00am.

120. If a student fails to clock out the time punch will be deleted and student will receive no credit for that segment of time. (unless a note is received by Wednesday at 10:00am) Example: if a student clocks back in for lunch but forgets to clock out for the day then the time from the return of lunch to end of day will be deleted.
121. Incorrect time punches may be altered no later than the following Wednesday or the first day back to class, whichever comes first.
122. If a student has clocked out for the day he/she must leave campus unless receiving a Service. Please do not loiter in the salon, spa, class rooms or breakroom. (exceptions will be made for celebratory event such as graduations or birthdays)

OPERATION TICKETS

123. The California Board of Barbering and Cosmetology requires that a licensed instructor sign each service rendered before the client leaves. Student theory hours and operations are to be signed by an instructor to receive credit. Students cannot receive credit for theory hours or operations if an instructor did not witness the students' work.
124. Students found forging an instructor's signature will receive no credit for the entire operations ticket and may be subject to suspension or expulsion.
125. Previous weeks operation tickets can be obtained from office personnel or your instructor. Please be sure to total operations and transfer those totals weekly. If you have any questions about how operation tickets work, please ask your instructor.
126. Student Tickets are required to be turned in for credit immediately when the student ticket is full. Students are allowed to have one ticket at a time only.
127. If tickets are lost, the student will lose the operations previously signed on that ticket. No instructor is able to resign operations. Federico College does not accept late tickets. Only exception is if you are on an approved LOA, in which case the ticket must be turned in on the next class day back from LOA.
128. It is the students' responsibility to keep track of all operations and turn in current tickets for credit. Students are required to fill out their own tickets and get their instructors signature for operations and theory hours completed at school.
129. Instructors cannot sign an operation or hour that they did not oversee. The California Board of Barbering and Cosmetology requires operation sheets turned in with a weekly audit of hours and operations.
130. Operation Tickets will not be accepted if more than 1 month old, has any white out on it, the date range has not been filled in, or if the weekly totals have not been calculated.
131. Students are allowed to do no more than 15 of any given operation per day.

STUDENT BENEFITS

132. Students' benefits are contingent on the student being in good standing. If a student is suspended, on an LOA, not highlighted, or behind on payments all Benefits will be revoked until the student is once again in good standing.
133. Students will receive 50% off services while clocked in. They will always receive 30% off Dermalogica retail and 40% off Dermalogica professional products. Discounts are not available on promotion products (i.e. buy one get one ½ off, liter deals, etc.). Special order items must be paid for at the time of the order.
134. Discounted services for students are only available during contracted hours. Students who clock out during their contracted hours to receive services will be charged full price for all services without any discounts.
135. Students may have personal services according to school policies. No personal services should be performed between 4:00 p.m. and 4:30 p.m., or 9:00 p.m. and 9:30 p.m. This is sanitation time. Personal services are a privilege and may be cancelled if there is abuse.
136. Personal services are available Tuesday -Thursdays only.
137. Students will pay in advance for supplies or personal services. Family discounts are Tuesday through Friday only. If you are single, your parents only may receive services at a 50% discount. If you are married, your significant other and children only may receive services at 50% discount. There are no discounts on Saturdays.
138. No outside personal or professional nail products or chemical products are to be brought into the school, with the exception of hair styling products, such as pomade, with approval of Instructor. Students will get a chance to be around additional products during our workshops.
139. Purchases of professional products at student discount prices are available until licensed or for 30 days after graduation, whichever comes first.
140. Students Benefits will be revoked if student is failing a class.
141. Students not in good academic standing are not permitted to give or receive student services.

PREAPPLICATION PROCESS FOR STATE BOARD

142. It is the students' responsibility to notify Administrative Assistant, Megan Bockoven, at least one week before completing your Pre-Applications to allow time for filling out paperwork:
- Cosmetology 1200 hours
 - Manicuring 240 hours
 - Barbering 1125 hours
 - Esthetician 450 hours

143. You will need: 1 white envelope, 1 large manila envelope, 4 – current postage rate stamps and a check, money order, or cashier’s check in the amount of the application fee (please check with the office for the amount for your course). Please keep in mind that the current processing time for non-pre-applicants is six (6) to ten (10) months, so it is very important that you schedule your pre-application appointment as far in advance as possible.

EXIT PROCEDURES FOR STUDENTS COMPLETING COURSE OF STUDY

144. It is the students’ responsibility to make an appointment with Administrative Assistant, Megan Bockoven, at least ONE WEEK before graduation so your paperwork can be processed. If paperwork is turned in later than one week before graduation your paperwork including your diploma and POT will be delayed. Please keep in mind that completion documents, including diplomas, will be issued once all monies owed to The School have been paid and funds have been confirmed.
- i) Confirm projected graduation date with Megan.
 - ii) Review all hours and operations for accuracy. You are responsible for turning in all operation tickets.
 - iii) Students must meet with Megan to review accounts.
 - iv) Final payment must be received prior to graduation date.
 - v) It is the student’s responsibility to assure that all hours, theory tests and operations are completed before final clock out.
 - vi) Students in good standing will receive their Proof of Training and Diploma at final clock out.
 - vii) Graduates must take their sealed Proof of Training to State Board for entrance to the State Board Exam site.
145. Students are required to take care of any overtime charges no later than 90% of course hours, example: Cosmetology Course 1440, Barbering Course 1350, Esthetics Course 540 hours, and Manicuring 360 hours.
146. If a student requires help in applying for the appropriate California State Board of Barbering and Cosmetology Examination it is available.
147. It is the student’s responsibility to request application assistance during their exit interview with administration.

GRADUATION DOCUMENTATION

148. When a student has completed all requirements, he/she is awarded a Proof of Training certifying his/her graduation.
149. Requirements for graduation are as follow.
- a. Student must complete all State required hours for their course of instruction.
 - b. Students must complete all theory hours required for their course of instruction.
 - c. Student must complete all Practical applications required for their course of instruction.
 - d. Students must pass all exams with an 85% (B) or better.
 - e. Students must pay all moneys owed to the school.

WITHHOLDING OF STUDENT TRANSCRIPTS/GRADES

150. Federico College, Inc. will withhold the student's transcripts (completion or withdrawal documents and grades) until all monies owed to the School have been paid and funds have been confirmed.

OVERTIME POLICY

151. Students not completing their course requirements at time of contract will be subject to over time charges.

152. If a student fails to complete all course hours by their contracted graduation date will be charged for all uncompleted hours at the rate listed in their original contract.

153. If a student completes all hours but fails to complete all operations, tests, and or theory time the student will be allowed to finish the uncompleted items as long as they follow the protocol.

- a. Must be clocked in for the entire time they attend to complete their tests, theory, and or operations,
- b. Student must pay for all time attended after Contracted graduation date to complete these items at their contracted over time rate.

154. Students in Overtime must fill out an Overtime contract which will include all remaining hours, operations, theory time, and tests required to complete their course. The contract will also include a class schedule and a payment schedule with a new contracted graduation date.

155. Students must follow their overtime contract in order to receive credit.

PERSONAL DATA CHANGE

156. It is the students' responsibility to keep the school informed of any change in telephone number, address, email address or name change in case of emergency.

157. The school must have the ability to contact the student at all times until licensed.

GRADING AND CLASS PARTICIPATION

158. If a student does not attend their scheduled theory class they may not receive theory credit for the day.

159. All students are required to attend all theory classes that they are assigned to.

160. All students are required to attend the state board class that they are assigned to.

161. A minimum of 25% of each day's scheduled hours must be theory time to prepare for the State Board Theory exam. Example:

- a. If a student is scheduled for 4 hours then a minimum of 1 hour of theory should be completed each day.
 - b. If a student is scheduled 6 hours then a minimum of 1.5 hours of theory should be completed each day.
 - c. If a student is scheduled 8 hours then a minimum of 2 hours of theory should be completed each day.
162. Students of the Salon are to achieve applied effort daily. Full-time students are to complete a minimum of 6 operations (for the cosmetology course 4 must be in hair); Part-time students are to complete a minimum of 3 operations (for the cosmetology course 2 must be in hair). Before any personal service is started the student receiving the service (full time), must have four approved state board operations in hair completed and signed. (Part time) must have 2 approved state board operations in hair completed and signed.
163. In addition to passing all classroom exams with a minimum of 85%, students are required to pass advanced written exams, once you have completed phase I of your training. Cosmetology/Barbering: 1200-hour exams. At 1500 hours you will be required to take and pass a one hundred questions written examination with a full practical board exam. Manicuring: 300 hour exams. Esthetics: 500-hour exam. (These exams need to be taken at these hours.)
164. Kit items should be brought to class as needed. Your instructor will let you know what you will need to bring with you as far in advance as possible. Keep in mind that it is very important that you have the required equipment for each class in order to participate. If you do not have the kit items required and are not able to participate in class you may be asked to leave.
165. Students must comply with all instructions, directives, and orders given by school personnel relative to school activities. Students must comply with the school's Standards of Performance, Policies and Procedures, and State Rules and Regulations.

CHANGE IN SCHEDULE FEE

166. There is a \$100.00 charge for any changes in schedule or financial documents.
167. If you change your schedule from part-time to full-time it will increase your monthly payments to complete your payments by the new graduation date.

CHANGE IN SCHOOL POLICIES

168. Federico College, Inc. reserves the right to change or modify, without prior notification, the program content, and organization as necessary for the ongoing improvement of the program and quality of instruction.
169. Federico College, Inc. reserves the right to change or modify the school Rules and Regulations at any time by posting such changes in the office window.

Disclosure and Retention of Student Records

Student File Access:

Adult students and parents of minor students have the right to inspect, review, and challenge information contained in their education records. A staff member must be present during the file review process. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Students are not entitled to inspect the financial records of their parents. No portion of a file may be removed or reproduced without the permission of the School owner as all material and records contained therein are the private property of the School. Student records are maintained in a secure location in the administrative offices of The School. If you have any questions about the FERPA you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Ave., S.W., Room 3017 Washington, DC 20202-4605.

Family Educational Rights and Privacy Act (FERPA)

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 or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Release of Information:

Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

Retention of Records:

Student transcripts and degrees or certificates are maintained indefinitely and all other records are maintained for five (5) years.

Privacy Statement:

Your privacy is very important to us. Federico College, Inc. will not share, sell, trade, or otherwise disclose any of our student information at any time. Our student databases are not be sold to mailing lists or bulk e-mail companies. The information you provide to us will be maintained in the strictest confidentiality at all times.

Career Counseling

Students are counseled individually, as often as needed. Counseling takes place as part of the satisfactory progress review as scheduled for each period of enrollment. Students may request additional counseling at any time. Students are encouraged to come to us with problems or questions that may affect their performance in school. Advice on course selection and vocational goals is provided to all students before enrolling in school, and at any subsequent time.

Student Health and Safety

Your health and safety are important to Federico College, Inc. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students.

- a. All accidents or injuries must be reported on an accident incident form which is located in the administration office.
- b. Common sense is the most important safety rule of all. Please use it at all times.
- c. Horseplay in work areas will not be tolerated.
- d. Take all necessary precautions to maintain a safe environment.

Fire

In case of a fire, your responsibility is to protect yourself by leaving the building in a calm, orderly manner. The emergency plan is posted in all of the break rooms. Know the emergency plan and know where the fire extinguishers are located throughout the building.

Weapons, Drugs and Alcohol

Any student who possesses or uses a weapon while at school will be subject to termination. The School has a zero tolerance policy regarding activities creating a safety hazard to other persons at The School including but not limited to, threats of violence, possession and/or use of drugs, alcohol or weapons on school premises.

Over-Contract Policy

Any student who exceeds the scheduled hours of their course will be considered to be over-contract (sometimes referred to as overtime). This applies to any absence. There will be no allowances for excused absences. Accelerated hours are available, according to school policies.

For example, Jane Student is contracted to complete the 1600-hour cosmetology course on June 30, 2016. On June 30th, she has completed 1590.25 of the 1600 hours. The 9.75 hours remaining are over-contract hours and in accordance with the hourly rate of \$8.74 per hour. The total over-contract amount for Jane is calculated by multiplying the number of over-contract hours by the hourly rate ($9.75 \times \$8.74 = \85.21). Jane will need to pay the \$85.21 to be considered a graduate and to receive completion documents.

Time granted for a leave of absence will not be counted as training missed, but the leave must be approved by the School for a major medical reason. Only one leave of absence can be granted to any student during the course. One leave of absence for up to 30 days for Manicuring, Esthetician, and Crossover courses, and one leave of absence for up to 60 days for Cosmetology and Barber Hairstyling courses. Additional time may be available for extreme medical reasons with a doctor's request.

Over-contract charges are as follows:

Cosmetology - \$11.51 per hour

Barber - \$10.76 per hour

Esthetics - \$22.52 per hour

Manicuring - \$15.79 per hour

Barber Crossover Course - \$20.00 per hour

Cosmetology Crossover Course - \$13.81 per hour

Over-contract fees are subject to change.

All over-contract charges are to be paid in full before the student completes 90% of their course of study. Students with a projected over contract balance will be making estimated payments at 60% of course completion. Estimated balances are divided by the number of months remaining. Any student with a projected over contract balance of \$1,000.00 or more at any evaluation period will begin making estimated payments. Estimated balances are divided by the number of months remaining. These payment arrangements will be re-evaluated at the request of the student as well as at progress report intervals. Students who have not paid all tuition, fees, over-contract, and all charges (or who are in default in their performance of an installment contract with the School) by the time they complete 90% of their course of study may be subject to suspension from School until the charges are paid in full. All monies owed to The School, including over-contract fees, must be remitted prior to the issuance of any completion documents. Diplomas, certificates, transcripts, and proof of training documents issued to The Board of Barbering and Cosmetology will be held until the student's account balance has been paid in full. Overtime charges cannot be financed through Federico College, Inc. Overtime payments are due in full upon receipt of bill.

Any questions regarding payments can be referred to Megan during her office hours and by email at meganb@gofederico.com.

State of California Student Tuition Recovery Fund (STRF)

76215. Student Tuition Recovery Fund Disclosures.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916)431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: CEC § 94909(a)(14) 5,CCR §76215(a) and §76215(b)

Personal Data Change

Students will keep The School informed of any change in telephone number, address or name change in case of an emergency.

Changes in School Operation

Except as may be restricted by applicable State or Federal laws, the School reserves the right to change policies, course offerings, staffing, schedules, curricula, services, products, location, tuition, fees, textbooks, or other course materials at any time.

No Verbal Agreements

Any deviation from the above standards must be in writing from the main office of Federico College, Inc. signed by Suzanne N. Federico.

Locations and Ownership

Federico College, Inc.
5660 N. Blackstone Avenue
Fresno, CA 93710 (559) 432-4343

Federico College, Inc. is a corporation under the ownership of Suzanne N. Federico.

Administration

Suzanne N. Federico is the President of Federico College, Inc. Ms. Federico has served as the Director of Marketing for the past 10 years. Ms. Federico's accomplishments include:

- Graduated from Art Center College of Design 2006 Masters of Fine Art Pasadena, CA
- Graduated from UC Davis 2002 Bachelors of Art in Fine Art
- Graduated from UC Davis 2002 Bachelors of Science in Design
- Owner of Nocturnal Studio & Gallery
- Director of Marketing
- President and CEO of Federico College, Inc.

Samuel B. Federico became an Administrator of Federico Colleges of Beauty Education in 1963 and President in 1981. This included the colleges in Fresno, Visalia, and Bakersfield, CA (not the same school that operates today). Mr. Federico's accomplishments include:

- Graduated with honors from California State University, Sacramento, CA
- Graduate courses at the University of the Pacific McGeorge School of Law
- Past President of the California Association of Cosmetology Schools (CACCS)
- Past President of the American Association of Cosmetology Schools (AACCS)
- Past President and CEO of Federico Career Colleges, Inc. and Federico Career Colleges of Bakersfield, Inc.

Linda Federico is Director of Education for Federico College, Inc. and serves as an Administrator. Mrs. Federico's accomplishments include:

- Graduate of California State University, Sacramento, CA
- California Secondary Teaching Credential
- Licensed Electrologist and Esthetician
- Director of Education Federico College, Inc.

An experienced, professional and dedicated staff supervises each school. Each instructor attends meetings and seminars designed to increase and update their professional skills. Instructors and supervisors are licensed by the Board of Barbering and Cosmetology and are experienced in their field. Continuing education is encouraged through participation in professional partnership education and seminars. The instructors are not only exceptionally qualified, but are also dedicated to the educational programs and students of the School. The staff also includes experienced Admissions Advisors for advising services.

This institution has no pending bankruptcy, in not operating as a debtor, has not had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Staff

President/Administrator/Marketing		Suzanne N. Federico Licensed Cosmetologist
Administrator/Instructor		Linda Federico Licensed Esthetician and Electrologist
Administrator/Alumni Relations		Samuel B. Federico
Admissions Representative		Angela Hoffknecht
Operations Manager		Sean Sorenson
Bookkeeper/Administrative Assistant		Megan Bockoven
Maintenance		Jason Giovingo

Instructor	_____	Soline Escovido Licensed Cosmetologist and Barber
Instructor	_____	Cristina Estrada Licensed Cosmetologist
Instructor	_____	Priscilla Herrera Licensed Cosmetologist
Instructor	_____	Valerie Duron Licensed Cosmetologist
Instructor	_____	Candace Ramirez Licensed Esthetician
Instructor	_____	Kasia Goddard Licensed Esthetician
Instructor	_____	Maggie Bryan Licensed Manicurist
Instructor	_____	Jessica Herrera Licensed Manicurist

FEDERICO COLLEGE, INC. TEACHING STAFF

Soline Escovedo- Cosmetology and Barber instructor licensed for 12 years and teaching at Federico College for 3 years.

Candace Ramirez- Esthetic instructor- licensed and teaching for Federico College for 4 years.

Linda Federico- Licensed Esthetician for 10 years- Standard Secondary teaching credential.

Kasia Goddard – Licensed Esthetician – first year, Federico College.

Christina Estrada – Licensed Cosmetologist – 2 years teaching at Federico College.

Priscilla Herrera – Licensed Cosmetologist – first year, Federico College.

Valerie Duran—Licensed Cosmetologist- first year, Federico College.

Maggie Bryan – Licensed Manicurist - first year, Federico College.

Jessica Herrera - Licensed Manicurist - first year, Federico College.

CODE OF ETHICS

- Federico College, Inc. has as its principle objectives the training of qualified students to render the best possible service to patrons.
- Federico College, Inc. strives continuously to improve its operation in order to keep abreast with the ever-changing development and new techniques in all areas of the beauty industry.
- Federico College, Inc. encourages its instructors to keep abreast of the latest teaching methods in Cosmetology in the way of reading educational books and attending teacher refresher or advanced courses, workshops, and webinars.
- Federico College, Inc. takes part in educational conferences and regional meetings in order to advance the Cosmetology profession.
- Federico College, Inc. makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, videos, DVDs, and other audio-visual aids) in order to provide the best possible training for its students.
- Federico College, Inc. purchases only high-grade standard equipment, cosmetics, and supplies to be used for instruction of its students.
- Federico College, Inc. maintains honest and fair relationships with its staff, students, patrons, State Board, and other colleges.
- Federico College, Inc. advertises truthfully and makes honest representations to its students.

Student Disclosures

Federico College, Inc. is offering unaccredited, non-degree programs. All graduates are eligible to sit for the California State Board licensure exam. A degree program that is unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

All information in the content of the School catalog is current and correct and is so certified as true by Suzanne N. Federico, President.