2016 CATALOG

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This is to certify this catalog as being true and correct in content and policy.
Director signature:

Deedee Crossett

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1067 Folsom Street, 2nd Floor, San Francisco, CA 94103 • (415) 355-1734

APPROVAL/DISCLOSURE STATEMENT

San Francisco Institute of Esthetics & Cosmetology, 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103, is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The school is approved to operate until May 31, 2017. ***For more information, contact the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, or by phone at (916) 431-6959 or toll-free at (888) 370-7589, or visit www.bppe.ca.gov.***

Cosmetology	**1600 hours**
Barbering	**1500 hours**
Esthetics	**600 hours**
Nail Technology	**400 hours**

Instruction is in residence with facility occupancy level accommodating 240 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

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's Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, government or otherwise, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) sets minimum standards for these programs of study: cosmetology, barbering, esthetics and nail technology programs. The minimum number of class hours and the total clock hours for each course, as outlined in the program's Rules and Regulations booklet, must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the BPPE:

2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone (918) 574-7270. Toll-free (888) 370-7589

www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website at www.bppe.ca.gov.

All information in the content of this school catalog is current and correct and is so certified as true by Deedee Crossett, Dean.

Signature_____

Deedee Crossett, Dean

MISSION STATEMENT

The mission of San Francisco Institute of Esthetics & Cosmetology (SFIEC) is to provide a quality educational system to prepare students to pass the state board examination and gain employment within their chosen field of study. We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence, and we strongly believe that when people come first, success will follow.

NONDISCRIMINATION POLICY

San Francisco Institute of Esthetics & Cosmetology, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Deedee Crossett, in person or by calling (415) 355-1734, or by mail at 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103, immediately so appropriate action can be taken.

SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. San Francisco Institute of Esthetics & Cosmetology is fully equipped to meet all the demands of modern hair and skin care, while providing a high-tech atmosphere and attitude for progressive personal development. The 8,000 square-foot facility includes a student lounge and lockers, guest reception and work areas, management offices, private classrooms, workstations, and equipment. San Francisco Institute of Esthetics & Cosmetology has 4,000 square feet of clinic space with stations for guest services, a computer lab and reference library. Classrooms are equipped with audio visual equipment, and wireless internet access.

The school has a wheel chair accessible elevator and has six handicap bathroom stalls (two on each floor). Both service desk areas have a wheel chair accessible counter. Classroom and lunchroom furniture is moveable and handicap accessible on all three floors. Handicap drinking water is accessible on the 2nd floor. There is a small ramp into the wax room in the Esthetics clinic.

SCHOOL FACULTY

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of hair design and esthetics. Our instructors are licensed by the state and are successful professionals who continue to work in salons and spas as time permits.

ADMINISTRATION/OWNERSHIP

Deedee Crossett, owner of San Francisco Institute of Esthetics & Cosmetology (SFIEC), a Paul Mitchell Partner School, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

LANGUAGE DISCLOSURE

San Francisco Institute of Esthetics & Cosmetology does not recruit English as a Second Language (ESL) students, as the school does not offer instruction in English as a Second Language. However, if a student's primary language is not English, the student may bring an interpreter, when signing the enrollment contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the student's primary language.

COURSE DESCRIPTIONS *(All courses are taught in English)*

Cosmetology: ***Standard Occupational Classification (SOC 39-5012.00): Classification of Instructional Program (CIP 12.0401)***
The curriculum involves 1,600 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in hair cutting, color, texture, long hair, makeup, skin, nails, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

Students are prepared to be entry-level cosmetologists.

Barbering: ***SOC 39.5011.00, CIP Code 12.0402:***
The curriculum involves 1,500 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in hair cutting, color, texture, men's grooming, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, and business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

Students are prepared to be entry-level barbers.

Esthetics: ***SOC 39-5094.00, CIP Code 12.0409:***
The curriculum involves 600 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in skin, facials, hair removal, makeup application, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, business ethics, state laws and regulations, spa-type administration, and job interviewing.

Students are prepared to be entry-level estheticians.

Nail Technology: ***SOC 39-5094.00, CIP Code 12.0403:***
The curriculum involves 400 hours to satisfy California state requirements. The course includes instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

Students are prepared to be entry-level nail technologists.

San Francisco Institute of Esthetics & Cosmetology is currently not offering the nail technology program.

At this time the school does not have any plans to improve or change its educational programs.

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

ADMISSIONS REQUIREMENTS

San Francisco Institute of Esthetics & Cosmetology admits as regular students those who are high school graduates or holders of high school graduation equivalency certificates (GEDs). San Francisco Institute of Esthetics & Cosmetology does not accept ability to benefit (ATB) students at this time.

ADMISSIONS PROCEDURE

❶ **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from San Francisco Institute of Esthetics & Cosmetology, admissions@sfiec.edu or text (415) 230-7416.

❷ **Entrance Exam:** The applicant must take an entrance examination prior to the class start and pass with a minimum score of 15 or higher.

❸ **Personal Interview and Tour:** Applicants must complete a personal interview with the admissions team prior to enrollment. The applicant will also tour San Francisco Institute of Esthetics & Cosmetology.

❹ **Provide Verification Documents:**

-Copies of the applicant's high school diploma, high school transcripts**, an academic transcript showing successful completion of a two year program that is acceptable for full credit towards a bachelor's degree or GED; and

-Passport, government-issued identification or driver's license

If SFIEC determines that an applicant's diploma or GED certificate is not valid, the applicant will be denied admission to the school.

Foreign Diplomas or Transcripts: The school will accept a foreign diploma or transcript; however, the diploma or transcript ***must*** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator. ***It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader at finaid@sfiec.edu or text (415) 230-7418.

San Francisco Institute of Esthetics & Cosmetology enrolls students from other countries. This school has authorization under Federal Law to enroll non immigrant alien students. For additional information on receiving 1-20 and obtaining an M-1 visa please contact the financial aid office at finaid@sfiec.edu or (415) 230-7418 via phone or text.

San Francisco Institute of Esthetics & Cosmetology does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, notify the Admissions Leader as soon as possible, so the school can review your request. If you are interested in attending and you do not have a high school diploma or GED certificate, contact our admissions office for a list of GED programs located near the school. San Francisco Institute of Esthetics & Cosmetology does not require a student to have immunizations/vaccinations to enroll in our school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. *Please refer to the school transfer policy for additional information.*

Verification Documents for U.S. Noncitizens:

San Francisco Institute of Esthetics & Cosmetology enrolls students from other countries. This school has authorization under Federal Law to enroll non immigrant alien students. For additional information please contact the Financial Aid office at finaid@sfiec.edu or (415) 230-7418 via phone or text.

San Francisco Institute of Esthetics & Cosmetology does not vouch for students' status. Noncitizen applicants must provide an I-20 form and a copy of their visa, in addition to the above admissions documents. Noncitizen applicants cannot qualify for any type of financial aid. They must attend the full-time schedule and can only attend the program for 12 months. There are no additional charges for noncitizens.

TRANSFER STUDENTS

San Francisco Institute of Esthetics & Cosmetology will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material.

San Francisco Institute of Esthetics & Cosmetology will accept transfer hours from an approved California or nationally accredited school for transfer into the Cosmetology, Esthetics, Barbering and Nail Technology courses.

Applicants will need to provide your Proof of Training records to San Francisco Institute of Esthetics & Cosmetology for evaluation before enrollment at San Francisco Institute of Esthetics & Cosmetology. For individuals who wish to transfer into the Cosmetology or Barbering program, San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 800 hours. SFIEC will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 250 hours.

Transfers from another Paul Mitchell School will also require a reference from their previous school. The reference can come via phone, email, or postal mail.

For individuals who wish to transfer into the Esthetics program, San Francisco Institute of Esthetics & Cosmetology accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 300 hours. San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 100 hours.

For individuals who wish to transfer into the Nail Technology program, San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 200 hours. San Francisco Institute of Esthetics & Cosmetology will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 60 hours.

The cost for cosmetology transfer students is $13.91 per hour; for barbering students, the cost is $11.50 per hour; for esthetics students, the cost is $15.97, and for nail technology students, the cost is $12.50 per hour attended at San Francisco Institute of Esthetics & Cosmetology. This does not include the cost of a complete and current San Francisco Institute of Esthetics & Cosmetology student kit.

Transferred clock hours accepted into the program are counted towards the completion and maximum time frame. The Board of Barbering and Cosmetology (BBC) must approve out-of-state hours before issuing a test date for the state board licensing examination. Per BBC regulations, credit is not awarded for prior experiential learning. San Francisco Institute of Esthetics & Cosmetology does not recruit students from schools offering similar or the same programs.

Please note that students transferring to another school may not be able to transfer all hours they earned at San Francisco Institute of Esthetics & Cosmetology; the number of transferable hours depends on the policy of the receiving school.

San Francisco Institute of Esthetics & Cosmetology has not entered into an articulation or transfer agreement with any other college or university.

RE-ENTRY STUDENTS

Readmission is reserved to the sole discretion of San Francisco Institute of Esthetics & Cosmetology and may require special conditions.

1. Outstanding tuition, fee, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Financial Aid Leader.
2. Previous tuition payments will be credited to the student's balance.
3. Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
4. Students who are Student Tuition Recovery Fund (STRF) eligible (refer to page 15 for eligibility guidelines) will be assessed a prorated STRF fee.
5. Personal interview with either the Education Leader or Director to determine conditions of re-entry.
6. Student's will be monitored for 30-days, during which time must strictly abide by all school policies, rules and regulations and cannot receive Title IV Funds until Satisfactory Academic Progress are met.
7. Re-entry fee of $100.00 will be assessed. * This fee may be waived for emergency or medical reasons.

The school does not deny readmission to any service member of the uniformed services for reasons relating to that service.

Readmission for a student requires a personal interview with school administration. The re-entering student may be placed on a 30-day evaluation. During the 30-day evaluation period, the student must demonstrate for that period that he or she can meet the school's minimum attendance and academic requirements for satisfactory academic progress. The student may be evaluated for satisfactory academic progress at the next scheduled evaluation period to determine his or her new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who reenter the program are placed in the same satisfactory academic progress standing as when they left. If a re-enrolling student has previously used all of his or her excused absences provided under the original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.

PROOF OF AGE AND ENGLISH PROFICIENCY

On the first day of instruction, students must be at least 18 years old and will be required to provide a state or government-issued identification with photo for age verification.

Note: if you are not at least 18 years old prior to the first day of instruction, an interview with the Dean or Director is required prior to admission.

You must also have English proficiency; at this time, all class instruction is in English. Where necessary, you will be referred to Brandon College, an approved English school for an industry-specific English class. San Francisco Institute of Esthetics & Cosmetology reserves the right to dismiss any student who is deemed insufficiently fluent in the English language.

ACCEPTANCE

After a prospective student has completed the enrollment process, the enrollment team reviews each applicant and his or her required admissions materials, including the written entrance essay and personal interview, to determine acceptance. Upon the decision of the enrollment team, the applicant receives verbal notification of acceptance.

Note: *All applicants must undergo the entire enrollment process (detailed in the enrollment application), which includes re-entry students (withdrawals) and transfer students.*

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED FROM ANOTHER INSTITUTION

The transferability of credits or certificate you earn at another institution is at the sole discretion of San Francisco Institute of Esthetics & Cosmetology. You may be required to repeat some or all of your coursework if San Francisco Institute of Esthetics & Cosmetology does not accept some or all of your credits. For this reason, you should speak to San Francisco Institute of Esthetics & Cosmetology's Admissions Leader to determine if your credits or certificate will transfer.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. San Francisco Institute of Esthetics & Cosmetology is not responsible for students denied licensure.

VETERANS OR ELIGIBLE PERSONS

San Francisco Institute of Esthetics & Cosmetology is approved by the California State Approving Agency for Veterans Affairs and participates in several Veterans' Educational Benefit programs for the Cosmetology and Esthetics programs. Students interested in Veterans' Educational Benefits should contact the Financial Aid Office. Veterans who are unsure of their eligibility or have additional eligibility questions should contact the Veterans Administration at 1 (888) 442- 4551 or go to **www.gibill.va.gov/**. Eligible students must maintain satisfactory academic programs and all applicable eligibility requirements to continue to receive Veteran's Educational Benefit. All Veterans will sign to confirm receipt of a copy of this document in the Enrollment Agreement.

San Francisco Institute of Esthetics & Cosmetology meets Department of Defense (DoD) eligibility requirements for participating in the Spouse Education & Career Opportunities (SECO) program. The Military Spouse Career Advancement Accounts (MyCAA) program provides up to $4,000 (over 2 years) of Financial Assistance for military spouses of active duty service members who are pursuing degree programs, licenses or credentials leading to employment in portable career fields.

For more information regarding the MyCAA tuition assistance program go to: **www.military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html** Please contact our Financial Aid Leader regarding this program at San Francisco Institute of Esthetics & Cosmetology. San Francisco Institute of Esthetics & Cosmetology is committed to the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and other Family Members (Executive Order 13607). For more information go to **www.gpo.gov/fdsys/pkg/FR-2012-05-02/pdf/2012-10715.pdf.**

CALIFORNIA STATE BOARD PRE-APPLICATION REQUIREMENTS

Pre-applications for the State of California licensing examinations require the school's approval. Students may pre-apply when they reach 1,200 hours for cosmetology, 1,100 hours for barbering, 450 hours for esthetics and 280 hours for nail technology. Students must meet the following requirements to submit a pre-application:

1. Theory exams current.
2. Attendance 80% or greater.
3. Tuition must be current in all payments owed.

If the above requirements are not met by the time the student reaches 1,200 hours for cosmetology; 1,100 hours for barbering; 450 hours for esthetics; or 280 for nail technology students; the student may lose the opportunity to pre-apply for the California state board exam and will have to apply after graduation. San Francisco Institute of Esthetics & Cosmetology reserves the right to process the pre-application for students.

BOARD OF BARBERING AND COSMETOLOGY LICENSING REQUIREMENTS

To receive a license in the state of California, for the Board of Barbering and Cosmetology, a student must:

1. Complete required course hours in a school approved by the California State Board of Barbering and Cosmetology.
2. Submit an application and required fee.
3. Have at least a 10th grade education or its equivalent, and be at least 17 years of age.
4. Receive a passing score on both the practical demonstration and written exam.

ENROLLMENT INFORMATION

1. **Enrollment periods:** San Francisco Institute of Esthetics & Cosmetology usually begins esthetics, cosmetology and barbering classes approximately every eight (8) weeks, depending upon space availability. Please refer to the school's website: sfiec.edu or contact San Francisco Institute of Esthetics & Cosmetology for exact starting dates. San Francisco Institute of Esthetics & Cosmetology is currently not offering the nail technology program.
2. **Holidays and school closures:** San Francisco Institute of Esthetics & Cosmetology allows the following holidays off: New Year's Day, Summer break July 5, 2016 to July 9, 2016, Thanksgiving November 24, 2016 to November 26, 2016, and Winter Break December 24, 2016 to December 31, 2016.
3. **Enrollment contract:** San Francisco Institute of Esthetics & Cosmetology clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information on costs and payment plans will be furnished to the student before the beginning of class attendance.
4. **Payment schedule:** San Francisco Institute of Esthetics & Cosmetology offers a variety of monthly financial payment schedules. See Financial Aid Leader for details.

EDUCATION GOALS

San Francisco Institute of Esthetics & Cosmetology strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

1. To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
2. To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
3. To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
4. To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
5. To prepare students to successfully pass the state licensing exam for entry-level employment.
6. To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

❶ 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 either by cash, guaranteed student loans, or personal loans, and

❷ Your total charges are not paid by any third-party payer, such as an employer, government program, or other payer, unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

  ❶ You are not a California resident, or are not enrolled in a residency program, or

  ❷ Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party. (a) In addition to the statement described under subdivision (b) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program or attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

❶ The school closed before the course of instruction was completed.

❷ The school failed to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

❸ The school failed to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

❹ There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

❺ There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

San Francisco Institute of Esthetics & Cosmetology will collect the STRF fee from the student ($0.00 for cosmetology students; $0.00 for barbering students; $0.00 for esthetics students; and $0.00 for nail technology students) and remit it to the BPPE.

COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because San Francisco Institute of Esthetics & Cosmetology must occasionally change equipment to remain current, San Francisco Institute of Esthetics & Cosmetology reserves the right for the following tuition information to be subject to change. The following fees are due at the time of the Enrollment Agreement contract signing and are required to secure a spot in class:

❶ $75.00 Registration Fee (non-refundable)
❷ Student Tuition Recovery Fund (STRF) Fee (non-refundable) — $0 for Cosmetology students; $0 for Barbering students; $0 for Esthetics students; $0 for Nail Technology students
❸ $1,000.00 deposit (unless alternative financing has been secured with the Financial Aid Leader)

TUITION — Cosmetology

Tuition	$22,256.00
Registration Fee ***(nonrefundable)***	75.00
Student Tuition Recovery Fund (STRF) ***(nonrefundable)***	0.00
Student Kit fee ***(nonrefundable)***	4,744.00
TOTAL COSTS	**$27,075.00**

TUITION — Barbering

Tuition	$17,250.00
Registration Fee ***(nonrefundable)***	75.00
Student Tuition Recovery Fund (STRF) ***(nonrefundable)***	0.00
Student Kit fee ***(nonrefundable)***	4,000.00
TOTAL COSTS	**$21,325.00**

TUITION — Esthetics

Tuition	$9,582.00
Registration Fee ***(nonrefundable)***	75.00
Student Tuition Recovery Fund (STRF) ***(nonrefundable)***	0.00
Student Kit fee ***(nonrefundable)***	3,543.00
TOTAL COSTS	**$13,200.00**

TUITION — Nail Technology

Tuition	$5,000.00
Registration Fee ***(nonrefundable)***	75.00
Student Tuition Recovery Fund (STRF) ***(nonrefundable)***	0.00
Student Kit fee ***(nonrefundable)***	500.00
TOTAL COSTS	**$5,575.00**

Note: The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program.

The school complies with the California Private Postsecondary Education Act of 2009, 94899.5 (b) and does not require more than one term or four months of tuition in advance, until 50 percent of the program has been offered and the school is due full payment.

Financial Aid is not available for the Nail Technology course.

Please contact San Francisco Institute of Esthetics & Cosmetology Financial Aid Leader for payment options. San Francisco Institute of Esthetics & Cosmetology accepts cash, debit card, and personal check payments. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only after the course costs have been paid in full. *Financial aid is available to those who qualify.*

TUITION PAYMENT OPTIONS

San Francisco Institute of Esthetics & Cosmetology offers a variety of monthly financial payment schedules. Currently there are several ways to finance your San Francisco Institute of Esthetics & Cosmetology education including, but not limited to, the following:

1. Personal payment (cash, debit card, credit card**, check, money order, electronic bank transfer)
2. Private loan from a financial institution you secure
3. Federal Financial Aid Title IV Funds (www.fafsa.ed.gov) San Francisco Institute of Esthetics & Cosmetology school code: 041413-00
4. Monthly tuition payments (see Financial Aid Leader for more details)
5. Veterans or eligible persons payments (see "Veterans or Eligible Persons")
6. Working with National and State Retraining programs

**If any payment towards tuition is made by credit card a processing fee of three and one-half percent (3.5%) will apply. For more details, email or text the Financial Aid Leader at finaid@sfiec.edu or (415) 230-7418.Online payment can be made via paypal.

Disbursements are based on pay periods. San Francisco Institute of Esthetics & Cosmetology defines its academic year as 900 hours. The 1600-hour program reflects 1 academic year of 900 clock hours and a crossover academic year of 700 clock hours. Based on this scenario, the first academic year of 900 clock hours is disbursed as follows: (0–450) – (451–900) hours. The crossover of 700 hours is paid as follows: (901–1250) – (1251–1600) report.

SCHOLARSHIPS

San Francisco Institute of Esthetics & Cosmetology offers scholarships. Check with the admissions office for currently available scholarships.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

CONSTITUTION DAY

San Francisco Institute of Esthetics & Cosmetology celebrates Constitution Day on or near September 17 of each year. For more information visit www.constitutionday.com

VOTER REGISTRATION

Students are encouraged to register to vote in state and federal elections. Voter registration and election date information for the state of California can be found at http://www.sos.ca.gov.

For information on voter registration and election dates for federal elections, visit www.eac.gov/voter_resources.

STUDENTS WHO WITHDRAW

Students who withdraw from San Francisco Institute of Esthetics & Cosmetology are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of San Francisco Institute of Esthetics & Cosmetology.

Students wishing to transfer to another institution must pay all monies owed to San Francisco Institute of Esthetics & Cosmetology, and all applicable academic requirements must be met in order for the student transcripts to be released.

2016 CLASS START DATES

Cosmetology	
FULL-TIME DAY:	March 8, July 19, September 13, November 8
PART-TIME DAY:	March 8, July 19
PART-TIME EVENING:	September 13

Barbering	
FULL-TIME DAY:	July 19
PART-TIME DAY:	July 19
PART-TIME EVENING:	The school does not offer a part-time evening barbering program at this time.

Esthetics	
FULL-TIME DAY:	May 3, September 13
PART-TIME DAY:	March 8, July 19, November 8
PART-TIME EVENING:	March 8, September 13

Nail Technology	
FULL-TIME DAY:	Please see the Admissions Leader for specific start dates
PART-TIME EVENING:	Please see the Admissions Leader for specific start dates

Classes will be held at San Francisco Institute of Esthetics & Cosmetology located at 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103.

Note: Currently there are no Nail Technology course start dates for 2016.

2017 CLASS START DATES

Cosmetology	
FULL-TIME DAY:	January 17, May 24, September 12, November 7
PART-TIME DAY:	March 13, July 18
PART-TIME EVENING:	September 12

Barbering	
FULL-TIME DAY:	May 24, November 7
PART-TIME DAY:	March 13, July 18
PART-TIME EVENING:	The school does not offer a part-time evening barbering program at this time.

Esthetics	
FULL-TIME DAY:	January 17, July 18, November 7
PART-TIME DAY:	March 13, September 12
PART-TIME EVENING:	September 12

Nail Technology	
FULL-TIME DAY:	Please see the Admissions Leader for specific start dates
PART-TIME EVENING:	Please see the Admissions Leader for specific start dates

Classes will be held at San Francisco Institute of Esthetics & Cosmetology located at 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103.

Note: Currently there are no Nail Technology course start dates for 2017.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1,600 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

❶ **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

❷ **Clinic Floor Learning Experience:** The remaining 1,300 hours are spent in the clinic floor area where practical experience is gained.

The 1600 hour Cosmetology course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic cosmetology skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Cosmetology or a related field. For specific subjects that are included in the Cosmetology program, refer to the Course Requirements below.

COSMETOLOGY COURSE OUTLINE

For all San Francisco Institute of Esthetics & Cosmetology curriculums, the following terminology applies:

❶ **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.

❷ **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.

❸ **Core Curriculum:** A 300-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, color, permanent waving, and chemical texture services.

❹ **Clinic Floor Learning Experience:** Your clinic floor time from 300 to 1,600 hours will be guided with individual attention and group learning experiences using workshops, worksheets, and periodic exams developed specifically for monitoring progress. This is when you begin working on paying service guests in the clinic classroom.

❺ **Classroom Learning Experience:** Your classroom time from 300 to 1,600 hours is divided into five (5) areas: cutting, color, texture, makeup, skin and nails. Each area has a Skill Specialist in the field who conducts the different specialty classes once a week; these may include guest artists, retail (Take Home), motivation, self-improvement, nail artistry, makeup, etc.

❻ **Adaptive Curriculum:** From 300 to 900 hours, you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building your skills as an industry professional.

❼ **Creative Curriculum:** You will spend your last 700 hours in San Francisco Institute of Esthetics & Cosmetology in "high gear" by dressing, acting, and working like an industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future industry career.

Educational Objectives

Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Cosmetology Schedule Options	Days	Times
Full-time Day Schedule 35 hours/week for a total of 46 weeks	Tuesday through Friday Saturday	8:30 a.m. to 4:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time Evening Schedule 23 hours/ week for 70 weeks	Tuesday through Friday Saturday	5:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time Day Schedule 24 hours/week for 67 weeks	Tuesday, Wednesday, Thursday	12:30 p.m. to 9:30 p.m.
Note: Full-time Day students are expected to maintain 35 hours/week; Part-time Evening students are expected to maintain 23 hours/week; Part-time Day students are expected to maintain 24 hours / week.		

Class Size

Limit 18 students per class.

Cosmetology

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
Technical instruction and practical training in hairdressing	**1,100 hours**	
Hairstyling to include: Hair analysis, shampooing, finger waving, pin curls, comb-outs, thermal straightening, waving, curling with hot combs, hot curling irons, and blow-drying	65	240
Permanent waving and chemical straightening to include: Hair analysis, acid and alkaline permanent waving, and chemical straightening	40	105
Hair coloring and bleaching to include: Semi-permanent, demi-permanent, tinting, bleaching, highlights and lowlights, and dye removers, hair analysis, predisposition and strand test, safety precautions, and formula mixing	60	50
Haircutting to include: Use of scissors, razor (shaper), electrical clippers/trimmers, thinning shears for wet and dry cutting	20	80
Technical instruction in health and safety	**200 hours**	
Laws and regulations to include: The Barbering and Cosmetology Act and the board rules and regulations	20	0
Health and safety considerations to include: Cosmetology chemistry, including the chemical composition and purpose of cosmetic, nail, hair, and skin care preparations; elementary chemical makeup, chemical skin peels, and chemical and physical changes of matter; and hazardous substances, including training in chemicals and health in establishments, protection from hazardous chemicals, and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases including HIV/AIDS, Hepatitis B, and staph, and Material Safety Data Sheets	45	0
Disinfection and sanitation to include: Proper procedures to protect the health and safety of the consumer and the technician; proper disinfection procedures for equipment used in establishments	20	0
Anatomy and physiology to include: Human anatomy, human physiology	15	0

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Technical instruction and practical training esthetics	**200 hours**	
Manual, electrical, and chemical facials to include: Manual facials including cleansing, scientific manipulations, packs, and masks; electrical facials including the use of electrical modalities, dermal lights, and electrical apparatus for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face; chemical facials including chemical skin peels, packs, masks, and scrubs Training shall emphasize that only the nonliving, 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.	25	40
Eyebrow beautification and makeup to include: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.	25	30
Technical instruction and practical training in manicuring and pedicuring	**100 hours**	
Manicuring and pedicuring to include: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage	10	25
Artificial nails and wraps to include: Artificial nails including acrylic liquid and powder brush-ons, artificial nail tips, and nail wraps and repairs	25	120 nails
COMBINED TOTAL	**1,600 hours**	

Recommendations
The California Board of Barbering and Cosmetology recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

Goal
The goal of the Cosmetology curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

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

Teaching Aids and Learning Methods

All of San Francisco Institute of Esthetics & Cosmetology's programs will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where students are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

Grading Procedure

Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

BARBERING COURSE OVERVIEW

Course Hours: 1,500 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

❶ **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

❷ **Clinic Floor Learning Experience:** The remaining 1,200 hours are spent in the clinic floor area where practical experience is gained.

The 1500 hour Barbering course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic barbering skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Barbering or a related field. For specific subjects that are included in the Barbering program, refer to the Course Requirements below.

BARBERING COURSE OUTLINE

❶ **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.

❷ **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.

❸ **Core Curriculum:** A 300-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, color, permanent waving, and chemical texture services.

❹ **Clinic Floor Learning Experience:** Your clinic floor time from 300 to 1,500 hours will be guided with individual attention and group learning experiences using workshops, worksheets, and periodic exams developed specifically for monitoring progress. This is when you begin working on paying service guests in the clinic classroom.

❺ **Classroom Learning Experience:** Your classroom time from 300 to 1,500 hours is divided into four (4) areas: cutting, color, texture, skin and men's grooming. Each area has a Skill Specialist in the field who conducts the different specialty classes once a week; these may include guest artists, retail (Take Home), motivation, self-improvement.

❻ **Adaptive Curriculum:** From 300 to 600 hours, you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building your skills as an industry professional.

❼ **Creative Curriculum:** You will spend your last 600 hours in San Francisco Institute of Esthetics & Cosmetology in "high gear" by dressing, acting, and working like an industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future industry career.

Educational Objectives

Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of barbering, shaving, and health and safety.
5. Perform the basic analytic skills to determine appropriate hair care, barbering, and shaving care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound the judgments, decisions, and procedures.

Barbering Schedule Options	Days	Times
Part-time Day Schedule 24 hours/week for a total of 63 weeks	Tuesday, Wednesday, Thursday	12:30 p.m. to 9:30 p.m.
Note: Part-time Day students are expected to maintain 24 hours/week.		

Class Size

Limit 18 students per class.

Barbering

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
Hair Dressing	**1100 hours**	
Hairstyling to include: Hair analysis, shampooing, finger waving, pin curls, comb-outs, thermal straightening, waving, curling with hot combs, hot curling irons, and blow-drying	65	240
Permanent waving and chemical straightening to include: Hair analysis, acid and alkaline permanent waving, and chemical straightening	40	105
Hair coloring and bleaching to include: Semi-permanent, demi-permanent, tinting, bleaching, highlights and lowlights, and dye removers, hair analysis, predisposition and strand test, safety precautions, and formula mixing	60	50
Haircutting to include: Use of scissors, razor (shaper), electrical clippers/trimmers, thinning shears for wet and dry cutting	20	80
Shaving	**200 hours**	
Preparation and Performance: Includes, but is not limited to, preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
Technical instruction in Health and Safety	**200 hours**	
Laws and Regulations: Includes, but is not limited to, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
Health and Safety Considerations: Includes, but is not limited to, the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	45	0
Disinfection and Sanitation: Includes, but is not limited to, the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. ***continued on next page***	20	0
Anatomy and Physiology : Includes, but is not limited to, Human Anatomy and Human Physiology.	15	0
COMBINED TOTAL	**1,500 hours**	

Recommendations
The California Board of Barbering and Cosmetology recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Goal
The goal of the Barber curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

Syllabus
The curriculum for students enrolled in a Barber course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

Teaching Aids and Learning Methods
All of San Francisco Institute of Esthetics & Cosmetology's program will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where students are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

Grading Procedure
Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

ESTHETICS COURSE OVERVIEW

Course Hours: 600 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

❶ **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

❷ **Clinic Floor Learning Experience:** The remaining 300 hours are spent in the clinic floor area where practical experience is gained.

The 600 hour Esthetics course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic esthetics skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Esthetics or a related field. For specific subjects that are included in the Esthetics program, refer to the Course Requirements below.

ESTHETICS COURSE OUTLINE

❶ **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.

❷ **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.

❸ **Core Curriculum:** This 300-hour time period is dedicated to exploring foundational knowledge and basic esthetics, facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.

❹ **Clinic Floor Learning Experience:** For the remaining 300 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services that will continue to build your skills as an industry professional.

❺ **Classroom Learning Experience:** During this phase of your learning, you will be introduced to guest speakers, prescriptive (Take Home) selling, motivation, self-improvement, body treatments, and emerging technologies. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to service guests. You will make discoveries and learn relationship-building skills that will guide your success in this exciting, diverse field.

❻ **Creative Curriculum:** You will dress, act, and work like an industry professional. You will use your own technical and therapeutic abilities, coupled with the assistance of San Francisco Institute of Esthetics & Cosmetology Learning Leaders, to prepare for your future industry career.

Educational Objectives

Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, and unwanted hair removal.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

Esthetics Schedule Options	Days	Times
Full-time Day Schedule 35 hours/week for a total of 18 weeks	Tuesday through Friday Saturday	8:30 a.m. to 4:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time Evening Schedule 23 hours/ week for 27 weeks	Tuesday through Friday Saturday	5:30 p.m. to 9:30 p.m. 9:00 a.m. to 5:00 p.m.
Part-time Day Schedule 24 hours/week for 25 weeks	Tuesday, Wednesday, Thursday	12:30 p.m. to 9:30 p.m.
Note: Full-time Day students are expected to maintain 35 hours/week; Part-time Evening students are expected to maintain 23 hours/week; Part-time Day students are expected to maintain 24 hours/ week.		

Class Size

Limit 14 students per class.

Esthetics

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
Facials	**350 hours**	
Manual, Electrical and Chemical Facials: Includes, but is not limited to, the following techniques and procedures: Manual Facials, including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	70	140
Preparation: Includes, but is not limited to, the following issues: client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, and salon and spa skills.	15	0
Technical instruction in Health and Safety	**200 hours**	
Laws and Regulations: Includes, but is not limited to, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
Health and Safety Considerations: Includes, but is not limited to, the following techniques and procedures: training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases, including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, and physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	0
Disinfection and Sanitation: Includes, but is not limited to, the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. ***continued on next page***	10	0

Anatomy and Physiology : Includes, but is not limited to, Human Anatomy, Human Physiology, Bacteriology, skin analysis, and conditions.	15	0
Technical Instruction and Practical Training in Hair Removal and Makeup	**50 hours**	
Eyebrow Beautification: Includes, but is not limited to, eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, and manual or electrical depilatories.	**25**	**50**
Makeup: Includes, but is not limited to, skin analysis, basic and corrective application, and application of false eyelashes.	**20**	**40**
COMBINED TOTAL	**600 hours**	

Recommendations

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

Goal

The goal of the Esthetics curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

Syllabus

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

Teaching Aids and Learning Methods

All of San Francisco Institute of Esthetics & Cosmetology's programs will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where future professionals are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

Grading Procedure

Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

NAIL TECHNOLOGY COURSE OVERVIEW

Course Hours: 400 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

❶ **Pre-clinical Classroom Instruction:** The first 100 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

❷ **Clinic Floor Learning Experience:** The remaining 300 hours are spent in the clinic floor classroom where practical experience is gained.

The 400 hour Nail Technology course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic nail skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Nail Technology or a related field. For specific subjects that are included in the Nail Technology program, refer to the Course Requirements below.

NAIL TECHNOLOGY COURSE OUTLINE

❶ **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.

❷ **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.

❸ **Core Curriculum:** This 100-hour time period is dedicated to exploring foundational knowledge and basic nails procedures. You will receive individual attention in practical workshops, and you will complete worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.

❹ **Mentor Learning Experience:** Your remaining 300 hours will be spent in a clinic environment. You will dress, act, and work like an industry professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

Educational Objectives

Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulatives skills in the area of nail care.
5. Perform the basic analytical skills to determine appropriate nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Nail Technology Schedule Options	Days	Times
Full-time Day Schedule 35 hours/week for a total of 12 weeks	Tuesday through Friday Saturday	8:30 a.m. to 4:30 p.m. 9:00 a.m. to 5:00 p.m.
Note: Full-time Day students are expected to maintain 35 hours/week.		

Class Size

Limit 6 students per class.

Nail Technology

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	Theory Hours	Practical Application
Barbering and Cosmetology Act Rules and Regulations	10	0
Cosmetology Chemistry – Instruction in chemical composition and purpose of nail technology preparation.	10	0
Health and Safety/Hazardous Substances –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	0

Disinfection and Sanitation – Discuss procedures on how to protect the health and safety of the consumer and technician. The 10 required minimum operations entails performing all necessary functions for disinfecting instruments and equipment, as specified in Sections 979 and 980. *Note:* Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. ***Continued on next page***	10	10
Bacteriology, Anatomy, and Physiology		15
Manicure, Pedicure, and Massage Water and oil manicure – Instruction on nail analysis, and hand and arm massage. Complete pedicure – Instruction on nail analysis, and foot and ankle massage.	15 10	40 20
Application of Artificial Nails Acrylic: Liquid and powder brush-ons Nail tips Nail wraps and repairs	15 10 5	80 60 40
COMBINED TOTAL	**400 hours**	

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

Goal
The goal of the Nail Technology curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

Syllabus
The syllabus for students enrolled in the Nail Technology course will be 400 hours of practical training and technical instruction covering all aspects of the industry.

Teaching Aids and Learning Methods
All of San Francisco Institute of Esthetics & Cosmetology's programs will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where students are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

Grading Procedure
Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the future professional will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

CLASS SIZE

San Francisco Institute of Esthetics & Cosmetology limits class size to 18 students per class for cosmetology, barbering, 14 students per class for esthetics and 6 students per class for nail technology.

Program	Class Size
Cosmetology	18 students
Barbering	18 students
Esthetics	14 students
Nail Technology	6 students

COSMETOLOGY, BARBERING AND NAIL TECHNOLOGY PROGRAM TESTING AND GRADING PROCEDURE

In order to be considered passing, a Cosmetology, Barbering and Nail Technology student must meet the following passing scores:

SFIEC uses the below grading scale for Cosmetology, Barbering and Nail Technology written exams:

90% - 100%	A
80% - 89%	B
Below 80%	Failing

SFIEC uses the below grading scale for Cosmetology, Barbering and Nail Technology practical exams:

90% - 100%	A
80% - 89%	B
75% - 79%	C
Below 75%	Failing

ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE

In order to be considered passing, an Esthetics student must meet the following passing scores:

SFIEC uses the below grading scale Esthetics written exams:

90% - 100%	A
85% - 89%	B
Below 85%	Failing

SFIEC uses the below grading scale Esthetics practical exams:

90% - 100%	A
80% - 89%	B
Below 80%	Failing

MEASURABLE PERFORMANCE OBJECTIVES

1. Complete the required number of clock hours of training.
2. Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theory examinations.
3. Upon completion, receive a certificate of completion.
4. Pass San Francisco Institute of Esthetics & Cosmetology mock state board exam.
5. Pass state board exam.

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each service guest:

1. Protect service guests' clothing by appropriately draping them.
2. Ask service guests to remove any jewelry, hair accessories, glasses, etc.
3. Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse the eyes with cold water.
4. Wear gloves when dealing with chemicals.
5. Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your service guest.

INDUSTRY REQUIREMENTS

Students interested in pursuing a career in cosmetology, barbering, esthetics, and nail technology should:

1. Develop finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public.
3. Stay current on the latest fashions, industry trends, and latest health and wellness techniques.
4. Make a strong commitment to your education.
5. Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

STUDENT SERVICES

❶ **Housing:** San Francisco Institute of Esthetics & Cosmetology keeps a file of information about housing in the surrounding areas; however, the school does not provide dormitory facilities and does not have any facilities under its control. The school is not responsible to find or assist students in finding housing.

There is available housing located within two miles of the school. The cost of housing is between $800 – $2, 500 per month.

❷ **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. San Francisco Institute of Esthetics & Cosmetology also gives advice and information to students on these subjects:

a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
b. Employment opportunities.
c. Opportunities for continuing education following graduation.

GRADUATION REQUIREMENTS IN COURSES

In order to receive a Certificate of Completion from San Francisco Institute of Esthetics & Cosmetology must complete all theory and operation hours as required by the California Board of Barbering and Cosmetology for the enrolled program.

You are required to pass the San Francisco Institute of Esthetics & Cosmetology mock State Board Exam. In addition, you must have paid tuition and fees in full, except in mitigating circumstances under terms agreed to in writing by you and the Director or Dean. For students approved on the extended payment program, payments must be current upon graduation. You are required to complete the Graduation Checklist prior to receiving your Certificate of Completion and Proof of Training.

Note: In order to practice as a Cosmetologist, Esthetician, Barber or Nail Technology in the State of California, you must pass both the practical and written portion of your exam with the California Board of Barbering and Cosmetology, and receive your license from the Board. The California Board of Barbering and Cosmetology requires a social security number for entry into the state board exam.

LICENSURE EXAM

A valid form of government identification with photo and social security number are required by the state of California to take the licensure exam.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Many wonderful career opportunities are available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product education, platform artistry, and salon management.

Although San Francisco Institute of Esthetics & Cosmetology ***does not guarantee employment upon graduation***, San Francisco Institute of Esthetics & Cosmetology does maintain an aggressive job placement program and will inform students of job openings and opportunities. San Francisco Institute of Esthetics & Cosmetology coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

San Francisco Institute of Esthetics & Cosmetology offers industry placement assistance throughout your program as an enrolled student and continued support as a San Francisco Institute of Esthetics & Cosmetology graduate. Specific classes are in your curriculum to assist with resume writing, interviewing skills, professional appearance guidelines, job referrals, and follow-up .

San Francisco Institute of Esthetics & Cosmetology students and graduates are exposed to a wide variety of beauty industry job opportunities. Working with industry leaders and salon and spa owners and barbers, San Francisco Institute of Esthetics & Cosmetology actively cultivates relationships that encourage industry professionals and companies to look at San Francisco Institute of Esthetics & Cosmetology graduates first when hiring.

- **Placement Leader —** San Francisco Institute of Esthetics & Cosmetology supports its commitment to career placement by having a Placement Leader. Our Placement Leader leads classes and works directly with you and guides you through your career path. She regularly networks with Bay Area barbershops, salons, spas, product lines, and other businesses to recommend employment opportunities for our students and graduates.
- **Career Builder Classes —** This series of classes, teach you how to write a resume focusing on your accomplishments in your chosen career of Cosmetology, Barbering, Esthetics or Nails. We guide you through how to determine a salon, barbershop or spa that's right for you, the steps toward landing and acing an interview, compensation expectations, and how to follow up with a prospective employer.
- **Guest Presentations by Industry Leaders —** Regularly scheduled presentations provide you with demonstrations and first-hand advice from industry professionals, including salon, barbershop and spa owners, stylists, estheticians, makeup artists, product representatives, and more. You will learn their secrets for success, as well as making great connections for your job search. Local salons, barbershops and spas love to recruit our students!
- **Ride-Alongs —** Once you complete your resume, you will be eligible to join our Placement Leader as she visits salons, barbershops and spas in the Bay Area. This gives you an opportunity to experience different environments and learn the details of hiring processes and training programs, while building your confidence to speak with salon, barbershop and spa owners and managers about your career path.
- **Externships —** As a student, you may become eligible to extern in (a) salon(s), spas, barber shops of your choice. This is a great opportunity to witness daily life as a professional, while building a strong connection with potential employers. We have seen many job offers made as a result of the Externship Program.
- **Bloom —** As a San Francisco Institute of Esthetics & Cosmetology student you will be given access to Bloom.com. This online beauty network allows you to create a professional profile, network with industry professionals and find career opportunities. (BLOOM.com).

STUDENT KIT — Cosmetology

Students are responsible to purchase a San Francisco Institute of Esthetics & Cosmetology kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology cosmetology kit:

BRUSHES

1 Paul Mitchell Color Applicator Brush
1 Paul Mitchell 427 Paddle Brush
1 Paul Mitchell 407 Styling Brush
1 Paul Mitchell 413 Sculpting Brush
1 Paul Mitchell Express Ion Small Round Brush
1 Paul Mitchell Express Ion Medium Round Brush
1 Paul Mitchell Express Ion Large Round Brush
1 Paul Mitchell Express Ion X-Large Round Brush
1 Paul Mitchell Scalp Brush
1 JPMS Color Brush
1 Cricket Smotthing Brush*

COMBS

1 Paul Mitchell 818 Taper Comb
1 Paul Mitchell 429 Metal Tail Comb
1 Paul Mitchell 109 Metal Pick Teasing Comb
6 Paul Mitchell 308 Standard Cutting Combs
1 Paul Mitchell 814 Rat Tail Comb
1 Paul Mitchell 408 Comb
1 Paul Mitchell 416 Comb
1 Paul Mitchell 424 Comb
1 Paul Mitchell Detangler Comb
2 YS Park Comb #102 Metal Tail Comb*
1 YS Park #101 Carbon Tail Comb*
2 BPC Combs #101*
1 JPMS Carving Comb*

Continued on next page

ACCESSORIES

12 Paul Mitchell Black /White Butterfly Clips
10 Paul Mitchell Black Skinny Clips
1 Skinny Clips*
1 Long Hair Styling Box w/"Assorted Pins"*
1 Paul Mitchell Aluminum Spray Bottle
1 Paul Mitchell Professional Manicure Kit
1 Pin Curl Clips*
3 JPMS Color Bowl*
1 Makeup Kit*
1 SFIEC Reusable Shopping Bag*
1 SFIEC Business Card Holder*
1 SFIEC Pencil Bag*
1 Colored Markers*
1 SFIEC Pen*
1 SFIEC Fliptop Bottle*
1 SFIEC Steel Tumbler*
1 SFIEC USB*
1 SFIEC Badge Reel*
1 Zuca Artist Back Pack*
3 SFIEC Luggage Tag*
1 Paul Mitchell Bandages*
1 SFIEC Hand Sanitizer Spray*
1 SFIEC Logo Shirt*
1 SFIEC Name Tag*
1 Core Rewards
4 Mannequin, deluxe 18"*
1 Long Hair Mannequin, 24" deluxe*

STUDENT EDUCATION MATERIALS

1 Cutting App
1 Men's Cutting System DVD
1 Color App
1 The Coloring Book
1 The Skill Cards
1 Paul Mitchell Product Guide Workbook
1 Connecting to My Future Book
1 Be Nice (Or Else!) Book
1 Plugged In Apron and membership (while enrolled)
1 Master Audio Club subscription (while enrolled)
1 The Color Paper Swatch Chart
1 PM Shines Paper Swatch Chart
1 Blonding Brochure
1 Shines XG Paper Swatch Chart
1 Black messenger bag
1 Dollar Camp Access
1 Bloom.com Access*
1 Perm Workshop*

CAPES	SKIN KIT	TOOLS
1 Paul Mitchell Shalmpoo Chemical Cape	1 Waffle Weave Wrap w/snaps	1 Metal Case with Paul Mitchell Logo
1 Paul Mitchell Cutting Cape	1 Terry Velcro Hand	2 "Shelby" Doll Heads
1 Paul Mitchell Cutting Apron	1 Product Usage, Skin	1 Paul Mitchell Express Ion Plus Blow Dryer
		1 Paul Mitchell 3/4 Curling Iron
STATE BOARD	**NAIL KIT**	1 Paul Mitchell Express Ion 1.25 Smoothing Iron Plus
1 Rent-a-Kit, Baby Boards SFIEC	1 Manicure Bowl	1 Paul Mitchell Professional Clipper
1 Rent-a-Kit, Baby Boards SFIEC	2 Dappen Dish	1 Paul Mitchell Professional Trimmer
1 Rent-a-Kit Voucher, Fairfield	1 Tweezers	1 Paul Mitchell Black Hand Mirror
	1 Product Usage, nails	1 Paul Mitchell 6.0 Scissors (R/L)
	1 Practice Hand	1 Paul Mitchell 6.0 Thinner (R/L)
	1 #24 X-Large Round Tip :Majesty" acrylic Brush	1 Mizutani 5 1/2" scissors
		1 Paul Mitchell Scissor Case
		1 Paul Mitchell Tripod
		1 Paul Mitchell Mannequin Head Bag
		1 Paul Mitchell Classic Razor
		1 State Board Razor
		1 Manikin for State Board

COSMETOLOGY PROGRAM TEXTBOOKS

1 Apple Ipad, $400.00
1 Online Prep Access
1 *Milady's Standard Cosmetology 2012, Coursemate*; ISBN-13: 9781133281566, $159.95

The items listed above are only available in a Paul Mitchell kit and cannot be purchased separately.

The following kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit

STUDENT KIT — Barbering

Students are responsible to purchase a San Francisco Institute of Esthetics & Cosmetology kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. *Textbook and educational materials may be purchased separately, which may discount kit costs.*

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology barbering kit:

BRUSHES
1 Paul Mitchell 407 Styling Brush
1 Paul Mitchell 413 Sculpting Brush
1 Paul Mitchell 427 Paddle Brush
1 Barber Brush

COMBS
1 Paul Mitchell 408 White Comb
1 Paul Mitchell 424 Teal Comb
1 Paul Mitchell 416 Red Comb
1 Metal Tail Weave Comb
1 Rattail Comb
6 Standard Cutting Combs
1 Taper Comb
1 Clipper 318 Comb

ACCESSORIES
6 Paul Mitchell Black Clips
1 Chemical Cape
1 Cutting Apron
1 Paul Mitchell Aluminum Spray Bottle
1 Black Handheld Mirror
1 Can of Cool Care Spray*
1 Can of Marvicide Disinfectant Spray*
1 Neck Duster
1 Metal Paul Mitchell Case
1 Black messenger bag

MISCELLANEOUS
1 T-shirt*

TOOLS
1 Classic Razor with disposable blades
1 Paul Mitchell Tripod
1 6" Scissor
1 Thinning Scissor
1 5.5" Scissor
1 Clipper with adjustable lever and a set of guards
1 3/4 Curling Iron
1 Blow-dryer
6 Doll Heads (Barbering Program)*

STUDENT EDUCATION MATERIALS
1 *The Cutting System*
1 *The Cutting Book*
1 *The Men's Cutting System*
1 *The Color System*
1 *The Coloring Book*
1 The Skill Cards
1 *Paul Mitchell Product Guide Workbook*
1 *Connecting to My Future* Book
1 *Be Nice (Or Else!)* Book
1 Multiple Intelligence (MI) Letter
1 State Board Review Book*
1 Marker and Binder*
1 Plugged In Apron and Membership (while enrolled)
1 Master Audio Club Subscription (while enrolled)
1 the color Paper Swatch Chart
1 p.m.SHINES® Paper Swatch Chart
1 Blonding Brochure
1 Shines XG® Paper Swatch Chart
1 Black Messenger Bag

The items listed above are only available in a Paul Mitchell kit and cannot be purchased separately.

The following kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit

BARBERING PROGRAM TEXTBOOKS
1 Apple Ipad, $400.00
1 *Milady's Standard Professional Barbering, 5th Edition* CourseMate, ISBN-13: 9781285175188, $177.95
1*Milady's Standard Professional Barbering, 5th Edition* Textbook, ISBN-13: 9781435497153 (Hardcover), $132.95

STUDENT KIT — Esthetics

Students are responsible to purchase a San Francisco Institute of Esthetics & Cosmetology kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology esthetics kit:

PRODUCTS	ACCESSORIES	UNIVERSAL KIT	DERMALOGICA STUDENT KIT
1 Daily Micro Foliant 2.6 oz*	1 Facial Sponges (2pk.)*	1 Stainless Steel 3/4 QT Sponge Bowl*	1 The Bag*
1 Ultra Calm Cleanser 16.9 oz*	25 Face Mapping Sheets*	1 Mask Cup*	1 Welcome Pack*
1 Active Moist 6.0 oz*	1 Welcome Pack*	1 6" Spatula, Large*	1 The Book on Flash Drive*
1 Colloidal Masque Base 6.0 oz*	1 SFIEC Reusable Shopping Bag*	1 Rubber Mixing Bowl, Large*	1 Face Mapping Pad*
1 Massage Cream 6 oz*	1 SFIEC Business Card Holder*	1 Dry Body Brush*	1 Exfoliant Guide*
1 Calming Botanical Mixer 4 oz*	1 SFIEC Pencil Bag*	1 1" Face Mask Brush*	1 Fan Brush*
1 Solar Defense Booster 1.7 oz*	1 Colored Markers*	1 Body Mask Brush*	1 Calming Botanical Mixer*
1 Multi Active Toner 16.0 oz*	1 SFIEC Pen*	1 White Microfiber Headbands, 3-pak*	1 Oil Free Massage*
1 MultiVitamin Power Recovery Masque 2.5 oz*	1 SFIEC Fliptop Bottle*	1 Tweezers*	1 Daily Microfoliant 2.6 oz.*
1 Special Cleansing Gel 16.9 oz*	1 SFIEC Steel Tumbler*	1 Nose & Ear Scissors*	1 Multi-Active Toner 16oz*
1 PreCleanse 5.1 oz*	1 SFIEC USB*	1 Protective Eyewear*	1 Active Moist 6 oz*
1 Concealing Spot Treatment .33 oz*	1 SFIEC Badge Reel*	1 Eco Spray*	1 Colloidal Masque*
1 Scaling Fluid 8.0 oz*	2 Zuca Utility Pouch*	1 Comedone Extractor*	1 Massge Cream*
1 Post Extraction Solution 8.0 oz*	5 SFIEC Logo Shirt*	1 Standard High Frequeny Electrode*	1 MV Power Recovery Masque 2.5 oz*
30 MultiVitamin Power Exfoliant Tubes*	1 SFIEC Apron *	1 Microfiber Wrap	1 Special Cleaning Gel 16.9 oz*
1 Exfolliant Accelerator 35 6 oz*	3 SFIEC Luggage Tag*	1 ASCP Student Membership*	1 PreCleanse 5.1 oz*
1 Dermalogica Fan Masque Brush*	1 SFIEC Hand Sanitizer Spray*		1 Solar Defense Booster SPF50 4oz*
1 OPTI-Firm Eye Treatment*	1 Nail Brush*	**STUDENT EDUCATION MATERIALS**	1 Power Bright Pure Light 1.7 oz*
	1 Cuterz Sissors*	1 *Be Nice (Or Else!)* Book	1 MediBac Complex*
	1 Taupe Pencil*	1 *Connecting to My Future* Book	1 AGE Smart Complex*
	1 SFIEC Name Tag*	1 Plugged In Apron and Membership (while enrolled)	1 UltraCalming Complex*
	1 Student Makeup Kit*	1 Master Audio Club Subscription (while enrolled)	1 Smotthing Aditive*
	1 Rent-a-Kit, SFIEC*	1 On-line Licensing Prep*	1 MV Power Firm .5 oz*
	1 Rent-a-Kit, Fairfield*	1 Boom.com Access*	
	1 Parafin Hand Treatment Class (1 treatment per hand)*	1 Clarisonic*	
	1 Skin Bar Experience*		

The items listed above are only available in a Dermalogica kit and cannot be purchased separately.

The following kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit

ESTHETICS PROGRAM TEXTBOOKS

1 Apple iPad, $400.00

1 On-line Licensing Prep

1 Milady's Standard Esthetics: Fundamentals, 11th Edition CourseMate, ISBN-13: 9781133686798, $190.95

STUDENT KIT — Nail Technology

Students are responsible to purchase a Paul Mitchell kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the San Francisco Institute of Esthetics & Cosmetology nail technology kit:

CLARITÉ STUDENT KIT	STUDENT EDUCATION MATERIALS
1 Bondex - Net Wt. 0.25 Fl. Oz. - 7.5 mL*	1 Connecting to My Future Book
1 Clarité Curing Resin - Net Wt. 0.25 Oz. - 7 g *	1 Be Nice (Or Else!) Book
1 Clarité Liquid - Net Wt. 1 Fl. Oz. - 30 mL*	1 Multiple Intelligence (MI) Letter
1 Clarité Sheer Pink Powder - Net Wt. 0.21 Oz. - 6g*	1 Plugged In Apron and membership (while enrolled)
1 Clarité Simply Natural Powder - Net Wt. 0.21 Oz. - 6g*	1 Master Audio Club subscription (while enrolled)
1 Clarité Spa White Powder - Net Wt. 0.21 Oz. - 6g *	1 Black messenger bag
1 Clarité Crystal Clear Powder - Net Wt. 0.21 Oz. - 6g *	
1 Swiss Blue Antibacterial Liquid Hand Soap - Net Wt. 1 Fl. Oz. - 30 mL *	
1 Swiss Guard Antiseptic Handwash Gel - Net Wt. 1 Fl. Oz. - 30 mL *	
1 N.A.S. 99 - Net Wt. 1 Fl. Oz. - 30 mL*	
1 Nail Adhesive - Net Wt. 0.10 Oz. - 3g *	
1 Nail Tips *	
1 Avoplex Moisture Replenishing Lotion - Net Wt. 1 Fl. Oz. - 30 mL *	
1 Avoplex Exfoliating Cuticle Treatment - Net Wt. 1 Fl. Oz. - 30 mL *	
1 7F Flat Red Sable Brush*	
1 Reusable Cuticle Stick *	
2 Reusable Nail Forms *	
1 Glass Dappen Dish *	
1 OPI Nail Lacquer *	
1 Brilliance Block *	
1 OPI Edge 150 File *	
1 OPI Edge 180 File *	
1 Nail Lacquer Color Chart *	
1 Tabletop Instructions*	
1 Instructional Brochure*	

The items listed above are only available in a Paul Mitchell kit and cannot be purchased separately.

The following kit items are exclusive to San Francisco Institute of Esthetics & Cosmetology kit

NAIL TECHNOLOGY TEXTBOOKS
1 *Apple iPad $400.00*
1 *Milady's Standard Nail Technology, 7th Ed,* CourseMate, ISBN-13: 9781285080734, $162.95

FEDERAL RETURN OF TITLE IV FUNDS POLICY

San Francisco Institute of Esthetics & Cosmetology participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

San Francisco Institute of Esthetics & Cosmetology does not have a list of Preferred Lenders and we do not offer Private Education Loans.

Federal Loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

❶ Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid for federal student financial aid program funds.

❷ For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.

❸ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount for which he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.

❹ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60 percent point in time in the payment period.

❺ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Parent PLUS Loans and withdraws on or before completing 60 percent of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60 percent point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).

❻ The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

❼ If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.

a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;

b. Official withdrawal applies when a student notifies the school in writing or in person.

In both cases the last day of attendance will be used in the return to Title IV calculation.

❽ School scheduled breaks of five (5) or more consecutive days are excluded from the return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the schedule break.

NOTE: A student who withdraws prior to completing 60 percent of the charging period may be required to repay some of the funds released to the student because of a credit balance on the student's account.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

❶ Federal Unsubsidized Stafford Loan

❷ Federal Subsidized Stafford Loan

❸ Federal Parent PLUS Loan

❹ Federal Pell Grant

INSTITUTIONAL REFUND/DROP POLICY "STUDENT'S RIGHT TO CANCEL"

This is a state mandated policy following the Bureau for Private Postsecnodary Education Code of Regulation 71750. This policy applies to all students and programs.

❶ You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) calendar day after enrollment, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.

❷ Any monies due to the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a nonrefundable registration fee.

b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, until the first day of class session or the seventh (7) calendar day of signing the enrollment contract, whichever is later. In this case, all monies collected by the school shall be refunded except a nonrefundable application fee. This policy applies regardless of whether or not the student has actually started training.

c. A student who cancels his/her contract after the seventh (7) calendar day of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a registration fee of $75.00.

d. A student notifies the institution of his/her official withdrawal in writing.

e. A student is expelled by the institution.

f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on the written notification at the following address: *San Francisco Institute of Esthetics & Cosmetology, 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103,* or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.

g. Monies paid for the student kit are nonrefundable unless the student cancels within 7 (seven) business days of signing the enrollment contract or the student cancels prior to entering class.

h. A student on an approved leave of absence notifies the school that he/she will not be returning. That date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

❸ Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

❹ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

❺ All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.

❻ Monies paid for supplies and equipment are nonrefundable after seven (7) calendar days of signing the enrollment contract, but prior to entering classes, whichever is later.

❼ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

❽ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

❾ A student's account may be sent to collections for nonpayment.

❿ If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

⓫ A student is entitled to a refund of monies not paid from federal student aid program funds.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.
Step 2: Subtract the registration fee not to exceed $75.00.
Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Cosmetology students:

Percentage of Enrollment (scheduled) Cosmetology 1600 hours		Due to SFIEC
0.01%-10%	1 - 160 hours	Up to 10%
10.1% - 25%	161.1 - 400 hours	Up to 25%
25.1% - 50%	400.1 - 800 hours	Up to 50%
50.1% - 60%	800.1 - 960 hours	Up to 60%
60.1% or more	960.1 - 1600 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Barbering students:

Percentage of Enrollment (scheduled) Barbering 1500 hours		Due to SFIEC
0.01%-10%	1 - 150 hours	Up to 10%
10.1% - 25%	151.1 - 375 hours	Up to 25%
25.1% - 50%	375.1 - 750 hours	Up to 50%
50.1% - 60%	750.1 - 900 hours	Up to 60%
60.1% or more	900.1 - 1500 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Esthetics students:

Percentage of Enrollment (scheduled) Esthetics 600 hours		Due to SFIEC
0.01%-10%	1 - 60 hours	Up to 10%
10.1% - 25%	60.1 - 150 hours	Up to 25%
25.1% - 50%	150.1 - 300 hours	Up to 50%
50.1% - 60%	300.1 - 360 hours	Up to 60%
60.1% or more	360.1 - 600 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for nail technology students:

Percentage of Enrollment (scheduled) Nail Technology 400 hours		Due to SFIEC
0.01%-10%	1 - 40 hours	Up to 10%
10.1% - 25%	40.1 - 100 hours	Up to 25%
25.1% - 50%	100.1 - 200 hours	Up to 50%
50.1% - 60%	200.1 - 240 hours	Up to 60%
60.1% or more	240.1 - 400 hours	100%

San Francisco Institute of Esthetics & Cosmetology does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less an application fee, if applicable, within 45 days following your withdrawal, you are only obligated to pay only for educational services rendered and your kit, equipment, textbooks, supplies.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or by calling toll-free (888)370-7589 or (916) 431-6959 or by fax (916) 263-1894.

COLLECTIONS POLICY

Future Professionals are responsible for making monthly payments on tuition balances. Failure to make monthly payments will result in delinquency or default with the following serious consequences:

1. You may not be eligible to attend any additional hours or re-enroll into another Paul Mitchell school.
2. The entire unpaid amount of the balance may immediately become due and payable.
3. The delinquency or default will be reported to national credit bureaus negatively affecting your credit rating.
4. A poor credit rating may prevent you from obtaining loans for other purchases, such as a car or home.
5. All outstanding balances are subject for outsource collections. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.

STUDENT FINANCIAL AID RELEASE

San Francisco Institute of Esthetics & Cosmetology student applicants agrees that San Francisco Institute of Esthetics & Cosmetology does not guarantee the student loan process in any respect. A federal Parent PLUS Loan requires a credit check and is based on the parent's credit. Pre-approval for a federal Parent PLUS Loan does not guarantee that the parent will receive a federal Parent PLUS Loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is the student's responsibility to ensure all forms are accurate and complete.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

POLICY FOR VERIFICATION OF TITLE IV FUNDING

The school follows policies and procedures for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form, so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash-pay status until the verification is completed. FAME handles student overpayments and alerts the school, so it can make changes to the award packet, which is reported to the Common Origination and Disbursement (COD) office for the Department of Education.

SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

❶ ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and

❷ disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

MAKEUP WORK

Students must complete all required assignments and exams.

MAKEUP HOURS

To avoid excessive overtime charges and to ensure an on time graduation, students can makeup hours during course times the student is not normally scheduled for attendance. (For example: evening classes for full time day students). Students must maintain their scheduled hours to qualify for additional hours and have an elective request form signed off by their Learning Leader before attending another scheduled class or clinic classroom time.

SATISFACTORY ACADEMIC PROGRESS POLICY

Future Professionals enrolled in any NACCAS approved program must meet formal standards that measure satisfactory academic progress towards graduation. The policy is provided to all students on or before the first class session. The policy is consistently applied to all students. *Satisfactory Academic Progress Policy is maintained in the student's file.*

QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

❶ A minimum cumulative average on written exams of 80% for Cosmetology, Barbering and Nail Technology or 85% for Esthetics.

❷ A minimum cumulative average on practical exams of 75% for Cosmetology, Barbering and Nail Technology or 80% for Esthetics.

❸ Maintain at least a 70% attendance rate of their scheduled hours. **

❹ Grades are based on a 100% scale. Progress is evaluated at the hour markers listed in the chart below.

***To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.*

A student who has not achieved the minimum written cumulative GPA of 80% for cosmetology, barbering, and nail technology, and 85% for esthetics and minimum practical cumulative GPA of 75% for cosmetology, barbering, and nail technology, and 80% for esthetics and/or who has not successfully completed at least a cumulative rate of attendance of 70% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

GRADING SCALE

SFIEC uses the below grading scale for Cosmetology, Barbering and Nail Technology written exams:

90% - 100%	A
80% - 89%	B
Below 80%	Failing

SFIEC uses the below grading scale for Cosmetology, Barbering and Nail Technology practical exams:

90% - 100%	A
80% - 89%	B
75% - 79%	C
Below 75%	Failing

SFIEC uses the below grading scale Esthetics written exams:

90% - 100%	A
85% - 89%	B
Below 85%	Failing

SFIEC uses the below grading scale Esthetics practical exams:

90% - 100%	A
80% - 89%	B
Below 80%	Failing

SATISFACTORY ACADEMIC PROGRESS REPORT

Satisfactory academic progress is measured by the following San Francisco Institute of Esthetics & Cosmetology standards:

Program Name	First SAP Report	Second SAP Report	Third SAP Report
Cosmetology	450 hours	900 hours	1,250 hours
Barbering	450 hours	900 hours	1,250 hours
Esthetics	300 hours	N/A	N/A
Nail Technology	200 hours	N/A	N/A
Note: All hours are based on actual hours			

The first evaluation will occur no later than the midpoint of the academic year.

The following grading system is used to evaluate a student's academic ability:

❶ Examinations are given in all subjects.
❷ Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The Satisfactory Academic Progress will reflect if the student evaluation will impact the students eligibility for Financial Aid. The student may request to review their financial aid file from the Financial Aid Leader or Director.

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Students must make up failed or missed tests and incomplete assignments.

****The school uses a 900-hour academic year for Title IV purposes.***

VETERANS POLICY STATEMENT – *Addendum for the Esthetics Program*

STANDARDS OF PROGRESS, CFR 21.4253 (d) (1) (ii)
Students certified to receive veteran benefits for Esthetics program whose satisfactory academic progress is below 85% for written exams and 80% practical exam will be placed on probation. Failure to raise the cumulative average on the written and practical exam to the graduation standard of 85% and 80% respectively after two consecutive terms on probation will have their veteran benefits interrupted. First progress will be evaluated at 300 hours and 2nd progress will be evaluated at 450 hours. PREVIOUS EDUCATION AND TRAINING, CFR 21.4253 (d) (3).

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend five (5) days (Tuesday through Saturday), 35 hours per week, from 8:30 AM to 4:30 PM Tuesday through Friday and from 9:00 AM to 5:00 PM on Saturday. Part-time day students attend three (3) days (Tuesday through Thursday), 24 hours per week, from 12:30 PM to 9:30 PM. Part-time evening students attend five (5) days (Tuesday through Saturday), 23 hours per week, from 5:30 PM to 9:30 PM Tuesday through Friday and from 9:00 AM to 5:00 PM on Saturday.

The state of California requires 1600 clock hours for the cosmetology course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 46 weeks for a full-time day student, 67 weeks for a part-time day student, and 70 weeks for a part-time evening student.

The state of California requires 1500 clock hours for the barbering course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 63 weeks for a part-time day student.

The state of California requires 600 clock hours for the esthetics course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 18 weeks for a full-time day student, 25 weeks for a part-time day student, and 27 weeks for a part-time evening student.

The state of California requires 400 clock hours for the nail technology course. Students are expected to complete the course in no more than 143% of the program length. If a student is never absent, he/she should complete the course within 12 weeks for a full-time day student.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 70% of the scheduled hours.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology Full-time Day	46 weeks	66 weeks
Cosmetology Part-time Day	67 weeks	96 weeks
Cosmetology Part-time Evening	70 weeks	101 weeks
Barbering Part-time Day	63 weeks	91 weeks
Esthetics Full-time Day	18 weeks	26 weeks
Esthetics Part-time Day	25 weeks	36 weeks
Esthetics Part-time Evening	27 weeks	39 weeks
Nail Technology Full-time Day	12 weeks	18 weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours. If a student fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis.

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days without an approved Leave of Absence (LOA), he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

NONCREDIT, REMEDIAL COURSE, AND REPETITIONS

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

TRANSFER HOURS

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

WARNING

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress while during the warning period which is until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, he/she may be placed on probation and, if applicable, the student may be deemed in eligible to receive Title IV funds.

PROBATION

Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress, and if applicable, the student will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS for those who qualify

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

APPEAL PROCEDURE

The student must submit a written appeal to SFIEC Financial Aid Leader describing why they failed to meet satisfactory academic progress standards. A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress, if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

LEAVE OF ABSENCE

Leave of Absence (LOA) requests are granted on a case-by-case basis. Students must request, in writing, medical and family emergency absences to the Financial Aid Leader. There must be a reasonable expectation that the student will return from LOA. The Financial Aid Leader and the student will decide on a return date and the contract end date will be extended in your enrollment contract without an additional charge. San Francisco Institute of Esthetics & Cosmetology must extend the contract at the same number of days taken in the Leave of Absence (LOA). A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

If a student is on an approved Leave of Absence (LOA) and does not plan to return, he/she must notify the Financial Aid Leader in writing. The date of withdrawal will be determined by San Francisco Institute of Esthetics & Cosmetology, using the earliest of the dates: the last day of the Leave of Absence (LOA) or the date San Francisco Institute of Esthetics & Cosmetology was notified.

If the student fails to return or contact the school Financial Aid Leader on the documented return dates, the student will be considered to have withdrawn from the school as of that date.
For refund calculation purposes, the date of withdrawal will be the student's last date of attendance. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Note: San Francisco Institute of Esthetics & Cosmetology reserves the right to refuse a Leave of Absence (LOA) without written medical authorization. The maximum length for a Leave of Absence (LOA) is 180 days in any 12 month period.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

1. Review their education records,
2. Seek to amend inaccurate information in their records, and
3. Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at $0.20 per page.

General Release of Information

Except under the special conditions described in this policy, a student must provide written consent each time before the school may disclose personally identifiable information from the student's education records. The written consent must:

1. State the purpose of the disclosure,
2. Specify the records that may be disclosed,
3. Identify the party or class of parties to whom the disclosure may be made, and
4. Be signed and dated.

FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Federal Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may inform parents of students under age 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department of Education, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department of Education to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student's information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

San Francisco Institute of Esthetics & Cosmetology provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure. The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence in which that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

Directory Information

San Francisco Institute of Esthetics & Cosmetology does not publish "directory information" on any student.

Record Maintenance

All requests for releases of information are maintained in the student's file as long as the educational records are kept. Student records are maintained for a minimum of five (5) years. Your academic records will be kept at San Francisco Institute of Esthetics & Cosmetology for five (5) years. You should keep copies of all written information for your personal records. Requests for additional copies should be made in writing to the Placement or Financial Aid Leader. The first copy upon graduation is complimentary; each additional copy will incur a fee of $10.00, plus any shipping charges *The student may contact the schools Financial Aid Leader or School Director for copies of his or her educational and financial records.*

Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the Financial Aid Leader and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

PERFORMANCE STATISTICS/JOB OUTLOOK

NACCAS—San Francisco Institute of Esthetics & Cosmetology performance statistics for the calendar year 2014:

Graduation	Placement	Licensure
80.81%	82.01%	97.54%

The U.S. Bureau of Labor Statistics publishes information regarding the hairdressing and cosmetology profession at: **http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm.**

The median hourly wage for hairdressers, hairstylists, and cosmetologists was $11.12 in May 2014. The lowest 10 percent earned less than $8.25, and the highest 10 percent earned more than $22.04.

The median hourly wage for barbers was $12.22 in May 2014. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $8.39, and the highest 10 percent earned more than $21.94.

The median hourly wage for skincare specialists was $13.97 in May 2014. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $8.50, and the highest 10 percent earned more than $28.31.

The median hourly wage for manicurists and pedicurists was $9.43 in May 2014. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $8.27, and the highest 10 percent earned more than $15.43.

BPPE San Francisco Institute of Esthetics & Cosmetology cosmetology performance statistics for the calendar year 2014:

Completion	Licensure	Placement
72%	93.5%	79.7%

BPPE San Francisco Institute of Esthetics & Cosmetology esthetics performance statistics for the calendar year 2014:

Completion	Licensure	Placement
92%	96%	76%

BPPE San Francisco Institute of Esthetics & Cosmetology barbering performance statistics for the calendar year 2014:

Completion	Licensure	Placement
N/A	N/A	N/A

BPPE San Francisco Institute of Esthetics & Cosmetology nail technology performance statistics for the calendar year 2014:

Completion	Licensure	Placement
N/A	N/A	N/A

PROGRAM INTEGRITY

San Francisco Institute of Esthetics & Cosmetology is accredited by NACCAS and uses its calculation for student placement based on each program offered.

For the most recent annual reporting period, the school shows the following data for the **cosmetology** program:

Placement Rate	On-Time Graduation Rates	Median Loan Debt
79.7%	92%	2014–2015 Title IV: $13,715.00 Private: $0, Institutional: $0

For the most recent annual reporting period, the school shows the following data for the **barbering** program:

Placement Rate	On-Time Graduation Rates	Median Loan Debt
N/A	N/A	N/A

For the most recent annual reporting period, the school shows the following data for the **esthetics** program:

Placement Rate	On-Time Graduation Rates	Median Loan Debt
92%	96%	2014–2015 Title IV: $6,333.00 Private: $0, Institutional: $0

For the most recent annual reporting period, the school shows the following data for the nail technology program:

Placement Rate	On-Time Graduation Rates	Median Loan Debt
N/A	N/A	N/A

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: **www.sfiec.edu.**

CAREER OPPORTUNITIES

Cosmetology:
Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Nail Technologist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, Esthetician, and many more. As an example, the average income for a licensed Cosmetologist, as reported by the Bureau of Labor Statistics in May 2013, ranges from $17,010 to $44,220. See Bureau of Labor Statistics website for further details. http://www.bls.gov/oes/current/oes395012.htm#nat

Barbering:
Career opportunities for Barbers include, but are not limited to, Barber, Hair Stylist, Color Stylist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, and many more. As an example, the average income for a licensed Barber, as reported by the Bureau of Labor Statistics in May 2013, ranges from $17,370 to $44,190. See Bureau of Labor Statistics website for further details. http://bls.gov/oed/current/oes395011.htm

Esthetics:
Career opportunities for Estheticians include, but are not limited to, Makeup Artist, Spa Esthetician, Waxing Specialist, Educator, Product Representative or Trainer, Spa Owner or Manager, working as an Esthetician in a Dermatologist's or Plastic Surgeon's office, and many more. As an example, the average income for a licensed Esthetician, as reported by the Bureau of Labor Statistics in May 2013, ranges from $17,480 to $56,930. See Bureau of Labor Statistics website for further details. http://www.bls.gov/oes/current/oed395094.htm

Nail Technology:
Career opportunities for Nail Technology professionals include, but are not limited to, Manicurist/ Pedicurist in a Podiatrist's office, Spa/Salon Manicurist, and Front Desk. As an example, the average income for a licensed Nail Technology professional, as reported by the Bureau of Labor Statistics in May 2013, ranges from $16,700 to $30,330. See Bureau of Labor Statistics website for further details. http://www.bls.gov/oes/current/oes395092.htm

LIST OF LIBRARY REFERENCE MATERIALS

The Men's Cutting System / The Men's Cutting System / The Color System / The Coloring Book / The Cutting Book / The Skill Cards / MASTERS Audio/Milady's Standard Nail Technology 7th Ed.,Course Mate/Milady's Standard Esthetics: Fundamentals, 11th Ed., Course Mate/Milady's Standard Cosmetology 2012, Course Mate/ Milady's Standard Professional Barbering, 5th Ed., Course Mate/Milady's Standard Professional Barbering, 5th Ed. Textbook

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at San Francisco Institute of Esthetics & Cosmetology. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

Basic Rules and Regulations

San Francisco Institute of Esthetics & Cosmetology upholds the following basic rules and regulations for you to adhere to:

1. If you are found to be under the influence of alcohol or drugs, you will be subject to dismissal.
2. You have the right to withdraw from San Francisco Institute of Esthetics & Cosmetology at any time.
3. Nothing less than complete respect for clients, peers, and San Francisco Institute of Esthetics & Cosmetology team members will be tolerated.
4. You are graded based on the following passing scores: Cosmetology, Barbering and Nail Technology (80% for written exams, 75% for practical exams) and Esthetics (85% for written exams, 80% for practical exams), as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.
5. If you are unable to maintain grades on written exams to San Francisco Institute of Esthetics & Cosmetology standards, you will be monitored for a period of eight (8) weeks. If you are unable to improve during the eight-week period, you may be expelled.
6. Professional dress is required at all times. No denim, beachwear, tennis shoes, open-toed shoes, or sleeveless shirts are allowed. Learning Leaders reserve the right to advise you on appropriate dress.
7. Written warnings may take place between you and the Director, Education Leader, and/or Mentor. The warning will be part of your academic file and improvement is expected.
8. Your academic records will be kept at San Francisco Institute of Esthetics & Cosmetology for five (5) years. You should keep copies of all written information for your personal records. Requests for additional copies should be made in writing to the Placement or Financial Aid Leader. The first copy upon graduation is complimentary; each additional copy will incur a fee of $10.00, plus any shipping charges.
9. Acts of indecency or violence will be grounds for immediate dismissal.

Failure to follow San Francisco Institute of Esthetics & Cosmetology's Code of Conduct will result in disciplinary action and the Future Professional may be terminated.

San Francisco Institute of Esthetics & Cosmetology reserves the right to modify the rules and regulations at any time and Future Professionals will be advised of any and all modifications.

Attendance and Documentation of Time

❶ The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours. In order to ensure proper clock hours are credited, full-time and part-time students are required to clock in/out four times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time night students are required to clock in/out two times a day.

❷ The school is open from 8:30 a.m. to 9:30 p.m. Tuesday through Friday for day, part-time and night students and Saturday, 9:00 a.m. to 5:00 p.m.

❸ All courses require continuous attendance.

❹ The prescribed attendance schedule must be maintained each week.

❺ Full-time and part-time evening students may not miss Saturdays.

❻ During the enrollment contract period, the student is allowed to miss 160 hours (cosmetology), 150 hours (barbering), 60 hours (esthetics), and 40 hours (nail technology) before having to pay extra instructional charges. If the student's training goes beyond the contracted ending date for course completion, the student will be charged an additional $13.91 (cosmetology), $11.50 (barbering), $15.97 (esthetics), and $12.50 (nail technology) for each hour completed after the contract ending date. The student may use the 160 hours (cosmetology), 150 hours (barbering), 60 hours (esthetics), and 40 hours (nail technology) allowed absent hours for vacation, appointments, illness, etc.

*****Refer to the school enrollment contract for the Enrollment Contract Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.***

❼ Students who are late or cannot attend school must contact the school.

Instructions for Absences and Tardiness — Following these instructions:

Same day: Call San Francisco Institute of Esthetics & Cosmetology at (415) 355-1734 (ext. 8) and leave a message by 8:00 a.m. for full-time students, by 12:00 p.m. for part-time day students, and 5:00 p.m. for part-time evening students. Clearly state the following information:

a. Day and date
b. Time
c. Your name
d. Program
e. Hours/dates you will be absent
f. If late, state your expected arrival time

Example: "Hello, its Wednesday, June 9 at 7:40 a.m. This is Jane Smith, a day Cosmetology student, and I will not be in today until 12:00 p.m. Thank you."

In advance: Fill out an Absence Request form at least one week in advance and submit it to your Learning Leader Mentor for approval. The approval or denial will be made using the Attendance Policy guidelines.

Student may receive disciplinary action for arriving late more than four (4) times during a cycle or being absent more than four (4) times during a cycle. For attendance purposes, the entire Esthetics and Nail Technology program is considered one cycle. The Cosmetology and Barbering program is divided into five cycles (Core, Adaptive 1, Adaptive 2, Creative 1, and Creative 2).

❽ Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 24 hours per week for part-time day students; and 23 hours per week for part-time evening students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours for full-time, 24 hours for part-time day, and 23 hours for part-time evening per week to make up for missing hours.

❾ Students may not clock in or out for another student and must clock out when leaving the school facility.

Professional Image: A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

You are required to follow a dress agreement and you will receive professional appearance guidelines from your Learning Leader Mentor. Students who fail to maintain a professional image will be asked to leave and return with appropriate attire. You must clock out while you are gone; you cannot accrue hours until you have returned and are dressed appropriately. No denim, beachwear, tennis shoes, open-toed shoes, or sleeveless shirts are allowed. Learning Leaders reserve the right to advise you on appropriate dress.

Barbering, Cosmetology and Nail Technology

1. Black bottoms (pants, dresses, or skirts) with a fashionable black shirt, blouse, or top.
2. Clothing must be clean and free of stains.
3. Shoes should be closed-toed, dark, professional, and comfortable for standing.
4. Hair must be clean and styled prior to arriving at San Francisco Institute of Esthetics & Cosmetology.
5. Use trend-appropriate make-up techniques and apply cosmetics prior to arriving at San Francisco Institute of Esthetics & Cosmetology.
6. Jewelry is acceptable, as long as it does not get in the way of your work and does not offend others, including your clients.
7. You must wear a name tag (Replacement name tags are $12.40).
8. You must wear a Future Professional photo identification card (Replacement ID cards are $15).

Note: San Francisco Institute of Esthetics & Cosmetology does not offer the Nail Technology program at this time.

Esthetics

1. San Francisco Institute of Esthetics & Cosmetology shirt with black bottom (pants or skirt).
2. Black, closed toe, soft-soled shoes appropriate for spa setting.
3. Black socks or nylons (no white or light-colored socks).
4. You must wear a name tag (Replacement name tags are $12.40).
5. You must wear a Future Professional photo identification card (Replacement ID cards are $15).

Replacement ID and Name Tags Fee
Should you need to replace your San Francisco Institute of Esthetics & Cosmetology ID or name tag, there is a replacement cost of $15.00 for a Future Professional Photo Identification Card ID and $12.40 for a name tag. Please inform San Francisco Institute of Esthetics & Cosmetology immediately if you've lost your ID card.

Sanitation and Personal Services

1. Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
2. Students must clean their stations, including the floor, after each service.
3. Hair must be swept up immediately after a service is completed, before blow-drying.
4. Workstations must be cleaned at the end of the day, prior to clocking out for the day.
5. Students may receive services on Tuesday through Thursday. To receive a service, students must do the following prior to starting the service:
   a. Fill out a service request form and have it signed by the Learning Leader.
   b. Turn the form into the Service Desk.

Communication Guidelines and Professional Conduct

1. Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
2. Only emergency calls are permitted on the business phone.
3. Cell phones are not permitted during class time.
4. Students may not visit with another student who is servicing a service guest.
5. Students may not gather around the reception desk, reception area, or offices.
6. San Francisco Institute of Esthetics & Cosmetology is a smoke-free campus.
7. Stealing or taking school property or another's personal property is unacceptable.
8. **School administration has the right to access and inspect your locker at any time.**

Learning Participation Guidelines

1. Peer teaching and tutoring is encouraged. Taking credit for another's work or cheating during exams is unacceptable.
2. Students will be expected to maintain an average of 80% for Cosmetology, Barbering, and Nails or 85% for Esthetics on all theory exams and assignments.
3. Students must take all reservations assigned to them. This includes last-minute walk-ins.
4. Students may not be released from required theory class to take a service guest.
5. Only service desk personnel may schedule or change guest service appointments.
6. All services must be checked and the service ticket initialed by an instructor.
7. Students are expected to be continuously working on school-related projects, assignments, reading, or exam preparation during school hours.
8. Students will receive clock hours during the times they fully participate in their learning experience.
9. When students are not scheduled with service reservations or are not scheduled to attend theory or a class, they may focus on the following:
   a. Completion of worksheets
   b. Testing
   c. Performing a service on another student
   d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
10. Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
11. Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
12. Students are responsible for their own equipment. All equipment, tools, and personal items must be secured in their assigned locker. San Francisco Institute of Esthetics & Cosmetology is not responsible for any lost or stolen articles. Your locker remains the personal property of San Francisco Institute of Esthetics & Cosmetology at all times and no student is granted or should assume that there is any exception of privacy relating to the use of that locker. **School administration has the right to access and inspect your locker at any time.**

Worksheets

The following guidelines apply to worksheets:

1. You will clock in and out daily.
2. Instruction/operational worksheets are signed by Learning Leaders and will record weekly theory hours and practical operations.
3. It is important to keep accurate worksheets.

It is unacceptable to violate any of the following rules, which can lead to termination:

1. Falsifying your worksheets.
2. Clocking in for someone other than for you.
3. *You must clock out when you leave the building.*
4. Worksheets may not be taken off the premises of San Francisco Institute of Esthetics & Cosmetology at any time.

For future use, your academic files are stored and locked outside the Financial Aid office on the 3rd floor. As part of our privacy policy, only you have access to your worksheets. We maintain worksheets for a minimum of five (5) years; after that, they will be recycled. If you have questions about your worksheets, ask your Learning Leader.

DISCIPLINARY ACTION

Students may receive disciplinary action for any of the following:

1. Out of dress code agreement, including lack of name tag.
2. Leaving school without checking out with a staff member and/or clocking out.
3. Malicious gossip.
4. Neglecting to call in when late or absent at least 30 minutes before school starts.
5. Starting a service on anyone without a Learning Leader's permission.
6. Refusing a guest or being unavailable for a guest, including not being prepared with the proper tools.
7. Missing a mandatory Saturday.
8. Use of cell phones in non-permitted areas.
9. Smoking on the school campus, including in front of the building.
10. Arriving late more than four (4) times during a cycle.*
11. Being absent more than four (4) times during a cycle.*

*For attendance purposes: the entire Esthetics program is considered one cycle. The Cosmetology and Barbering program is divided into five cycles (Core, Adaptive 1, Adaptive 2, Creative 1, and Creative 2).

TERMINATION POLICY

San Francisco Institute of Esthetics & Cosmetology may terminate a student's enrollment for any of the following and given no warnings:

1. On the sixth (6) disciplinary action for the Cosmetology and Barbering course and on the fourth (4) disciplinary action for the Esthetics and Nail Technology course.
2. Drugs and/or alcohol use or possession.
3. Cheating or stealing.
4. Cheating on the time clock or receiving unearned hours.
5. Insubordination.
6. Late tuition payments.
7. Threatening statements or violence towards staff or students, including bullying.
8. Any behavior toward our guests, employees, or others connected with the school, which is discriminatory on the basis of sex, race, gender, age, color, ethnic origin, religion, disability, sexual orientation, or any other biases prohibited by law.

WITHDRAWALS

Students will be withdrawn if absent fourteen (14) consecutive days without an approved Leave of Absence (LOA). San Francisco Institute of Esthetics & Cosmetology shall pay a refund owed, no later than thirty (30) days after the official withdrawal date. In the case of illness, a disabling accident, death in the immediate family or other circumstances beyond the future Professional's control, San Francisco Institute of Esthetics & Cosmetology may make a settlement that is reasonable and fair to both parties. For the purpose of this refund policy, enrollment time is the time elapsed between the enrollment date and the last date the Future Professional physically attended class.

If you withdraw from your contracted course, or fail to complete your training, you will have a notice placed in your academic file as to progress at the point of withdrawal.

COACHING AND CORRECTIVE ACTION

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a beauty industry professional. The school team will coach all students to correct noncompliant or destructive behavior.

The following actions may be inspected for noncompliance:

1. **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices.
2. **Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.
3. **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.
4. **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may be terminated.
5. **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be terminated.

Corrective Action Steps

Course	Number of Coaching Sessions	Action
Cosmetology	6 coaching sessions	Termination
Barbering	6 coahing sessions	Termination
Esthetics	4 coaching sessions	Termination
Nail Technology	4 coaching sessions	Termination

When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the student will be returning to school.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire SFIEC team appreciates the students' respect of these guidelines.

POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

❶ **Accommodation Procedures for Students with Disabilities**
❷ **Grievance Procedures for Students who have Complaints on the Basis of Disability**

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❶ Accommodation Procedures for Students with Disabilities

Non-Discrimination Policy — It is the policy of San Francisco Institute of Esthetics & Cosmetology to comply with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, which are federal laws that prohibit discrimination on the basis of disability. San Francisco Institute of Esthetics & Cosmetology does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of San Francisco Institute of Esthetics & Cosmetology. This applies to all students and applicants for admission to the school. San Francisco Institute of Esthetics & Cosmetology will provide reasonable accommodations to students with disabilities.

Definition of an Individual with a Disability — An *individual with a disability* is a person who has a physical or mental impairment, which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase *physical impairment* means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase *mental impairment* means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase *substantially limits* must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase *major life activities* means functions such as caring for one´s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The School's Responsibilities to Students with Disabilities

The school must provide *academic adjustments, auxiliary aids,* and *reasonable accommodations* to students with disabilities, that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of San Francisco Institute of Esthetics and Cosmetology to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at San Francisco Institute of Esthetics & Cosmetology campus is: Damita Samson; ADA Compliance Coordinator; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 230-7419; **dsamson@sfiec.edu**.

When a student informs a school staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the school's ADA Compliance Coordinator.

Procedures for Students and the School

Documentation of disability by students — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with San Francisco Institute of Esthetics & Cosmetology staff and Learning Leaders, on an "as-needed basis," in order to facilitate academic accommodations or other services.

Student requests for accommodations and interactive discussion with ADA Compliance Coordinator — Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in the school's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills-based instruction, and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

Here are some examples:

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need the school to provide a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

Decision about accommodations, and ensuring implementation of accommodations — The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The Coordinator will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the Coordinator will make a decision no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the student. The Coordinator will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from the school staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

Additional factors — The school is not obligated to provide accommodations that would result in a fundamental alteration of the school's program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The school is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with the School Owner, who will take into account the overall financial resources of the school. The School Owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the School Owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Appeals by Students

A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator's decision to deny a requested accommodation. A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify Deedee Crossett, Dean; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 355-1735; **deedee@sfiec.edu**. The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

Within five calendar days of receiving a student's appeal, the School Director will meet with the student and the Coordinator to discuss the issues presented by the student's appeal. If appropriate, the School Director will also discuss the issues with other school staff members.

When a student appeals a decision made by the Coordinator, the School Director will determine whether the Coordinator's decision should be revised or remain the same. If the decision is revised, the School Director will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the School Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The School Director will inform the student of the decision in writing no later than fourteen days after receiving the student's appeal.

Training and Mediation Responsibilities of the ADA Compliance Coordinator

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions, the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to the school. The Coordinator will address: the school's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in the school's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide trainings for students who wish to learn about the school's process for providing accommodations, or about the school's grievance procedures. To help ensure that future campus staff members and students are aware of the school's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by the school staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section II below.

❷ Grievance Procedures for Students who have Complaints on the Basis of Disability

San Francisco Institute of Esthetics & Cosmetology is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

Grievance complaints — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with particular types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- A school staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or e-mails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to Deedee Crossett, Dean; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 355-1735; **deedee@sfiec.edu.**

Investigation of the Complaint — When the School Director receives a written complaint, the School Director will immediately begin an objective investigation. The school has the right to contract with an independent investigator to conduct any investigation. Within seven days, the School Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The School Director will obtain from the student the names of any persons the student believes will have relevant information. The School Director will gather all information necessary to determine what took place. To do so, the School Director will interview any school staff members or students who engaged in the actions or may have witnessed the actions that the student is complaining about. The School Director will interview persons that the student stated may have relevant information. The School Director will gather any relevant documents such as e-mails, student work, or instructor's records. During the investigation, the School Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the School Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that the school should have provided to the student.

Written Decision — The School Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the School Director at the conclusion of the investigation, and the reasons the School Director reached that determination. If the School Director concludes that the student was discriminated against on the basis of disability, the decision will state the types of remedial action that the school has taken or will take to correct the discrimination. The decision will also state how the school will prevent the discriminatory acts from occurring again.

Appeals by Students — If the student who filed the complaint disagrees with the decision made by the School Director, or disagrees with the remedial action specified, the student may appeal the decision to the School Owner. The appeal must be written and sent to Deedee Crossett, Dean; 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103; (415) 355-1735; **deedee@sfiec.edu.** The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the School Director.

The School Owner will review all the information provided by the student in the appeal, the decision by the School Director, the interview records made by the School Director, and the documents gathered by the School Director. The School Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The School Owner will determine whether the decision should be revised or remain the same. If the School Owner determines that the decision should be revised, the School Owner will ensure that any necessary changes in the remedies are implemented.

U.S. Department of Education

Students or the school staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to postsecondary educational institutions.

The OCR National Headquarters is located at:
U.S. Department of Education, Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: **(800) 421-3481**
FAX: **(202) 453-6012;** *TDD:* **(877) 521-2172**
E-mail: **OCR@ed.gov**

OCR has regional offices located throughout the country. To find the office for our state, check the OCR website at: **http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm**, or call the telephone number above.

STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the financial aid office staff attempts to meet the requirements.

The school is approved for and participates in federal PELL Grants, Subsidized Direct Loans, Unsubsidized Direct Loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out-of-pocket costs that the students and/or parents must pay to obtain a specific postsecondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

Cost of Attendance – Expected Family Contribution (EFC) = Financial Need

Non-need is the difference between the cost of education and financial need.

Based on these calculations, federal aid may not cover all the cost of attendance.

All financial aid is awarded to students that qualify meeting the following criteria:

❶ Citizen or permanent noncitizen alien recipient codes that are eligible are 1- 151, 1-55 1, and 1-94.

❷ Ineligible codes include F-1, F-2, J-1, and J-2, students that are in federal loan default, grant overpayment, or male students that meet the Selective Service registration criteria, but are not registered.

SEXUAL HARASSMENT POLICY

San Francisco Institute of Esthetics & Cosmetology is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

1. Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
2. Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse of a sexual nature
2. Subtle pressure for sexual activity
3. Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
7. Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
8. Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
9. Leering of a sexual nature
10. Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

VIOLENCE AGAINST WOMEN ACT

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines San Francisco Institute of Esthetics & Cosmetology's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and the building management to compile the statistics used in the report. This document explains the school's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff and will be reviewed with all students during orientation and with staff at the time of hire. The school will also provide a yearly training in January of each year when the new statistics are available. The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you feel confused or uncertain. The school's Campus Security Coordinator is Deedee Crossett, Dean.

In October of each year, the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. San Francisco Institute of Esthetics & Cosmetology is committed to making your school a safe place.

CAMPUS SAFETY AND SECURITY POLICY

San Francisco Institute of Esthetics & Cosmetology will conduct an orientation for new students and employees, as well as in January of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times. In January of each year, we bring a local law enforcement official into the school to review how to protect yourself against crime, how to be responsible for your own safety, and to protect yourself against sexual assault.

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

San Francisco Institute of Esthetics & Cosmetology is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in Paul Mitchell Schools.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the San Francisco Institute of Esthetics & Cosmetology. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and/or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies, please go to: **www.stopbullying.gov**.

If a student or team member experiences or witnesses anyone being bullied, harassed or hazed in any way you are required to report the matter to the school's Compliance Officer, Yuto Navarrete in person or at (415) 230-7418 or via mail to San Francisco Institute of Esthetics & Cosmetology Attn: Compliance Officer 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103 immediately in order for appropriate action to be taken.

STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY

San Francisco Institute of Esthetics & Cosmetology is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school and then in January of each year. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

San Francisco Institute of Esthetics & Cosmetology's anti-harassment policy applies to all persons involved in the operation of San Francisco Institute of Esthetics & Cosmetology, and prohibits unlawful harassment by any employee of San Francisco Institute of Esthetics & Cosmetology, as well as students, customers, third parties, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom San Francisco Institute of Esthetics & Cosmetology does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, San Francisco Institute of Esthetics & Cosmetology, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of San Francisco Institute of Esthetics & Cosmetology commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to San Francisco Institute of Esthetics & Cosmetology community through publications, the San Francisco Institute of Esthetics & Cosmetology website, new employee orientations, student orientations, and other appropriate channels of communication. San Francisco Institute of Esthetics & Cosmetology will provide training to key staff members to enable the San Francisco Institute of Esthetics & Cosmetology to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sex Discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities San Francisco Institute of Esthetics & Cosmetology provides such as:

❶ Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
❷ Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
❸ Deny any person an aid, benefit, or service
❹ Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
❺ Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
❻ Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent it withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
iii. it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, the School Owner, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the School Owner if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 7 days from the date of the alleged discriminatory incident. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

Title IX Coordinator:

Damita Samson - Financial Aid Assistant/HR
415-230-7419
Dsamson@sfiec.edu

San Francisco Institute of Esthetics & Cosmetology ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the San Francisco Institute of Esthetics & Cosmetology's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or School Owner, these employees also receive training on San Francisco Institute of Esthetics & Cosmetology's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, San Francisco Institute of Esthetics & Cosmetology promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, San Francisco Institute of Esthetics & Cosmetology will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, San Francisco Institute of Esthetics & Cosmetology will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning San Francisco Institute of Esthetics & Cosmetology will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint. Written notice will include:

i. Whether San Francisco Institute of Esthetics & Cosmetology found that the alleged conduct occurred, and whether it constituted discrimination
ii. Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant
iii. Any other steps San Francisco Institute of Esthetics & Cosmetology took to eliminate the hostile environment, if San Francisco Institute of Esthetics & Cosmetology found one to exist, and prevent recurrence; and
iv. Any appeal opportunities

During the investigation, San Francisco Institute of Esthetics & Cosmetology will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and San Francisco Institute of Esthetics & Cosmetology will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from San Francisco Institute of Esthetics & Cosmetology's disciplinary process. To the extent that an employee or contract worker is not satisfied with San Francisco Institute of Esthetics & Cosmetology handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief. In California, employees may notify the Department of Fair Employment and Housing by consulting the government agency listings in the telephone book or on-line at www.dfeh.ca.gov. The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination; after a hearing, the Fair Employment and Housing Commission may award damages to individuals actually injured as a result of such conduct, as well as other remedies.

San Francisco Institute of Esthetics & Cosmetology should make appropriate referrals to law enforcement. The School will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. San Francisco Institute of Esthetics & Cosmetology will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

Retaliation Prohibited

San Francisco Institute of Esthetics & Cosmetology prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

Reporting Requirements

Victims of sexual misconduct should be aware that San Francisco Institute of Esthetics & Cosmetology administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. San Francisco Institute of Esthetics & Cosmetology will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. San Francisco Institute of Esthetics & Cosmetology reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees should contact the School Director for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

COPYRIGHT MATERIAL POLICY

All material in this program is, unless otherwise stated, the property of San Francisco Institute of Esthetics & Cosmetology. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At San Francisco Institute of Esthetics & Cosmetology we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the School Director for further investigation. If you are found responsible after meeting with the School Director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool for our academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is $3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed several sites below:

❶ **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99 percent of their song catalog is "unlocked," meaning you can transfer the songs to any device or computer you own.

❷ **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about $0.50 to $0.89/song.

❸ **Netflix.com:** For about $7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

SOCIAL NETWORKING POLICY

San Francisco Institute of Esthetics & Cosmetology respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, MySpace, Twitter, YouTube, Friendster, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the San Francisco Institute of Esthetics & Cosmetology culture.

San Francisco Institute of Esthetics & Cosmetology does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of a San Francisco Institute of Esthetics & Cosmetology students and misrepresent San Francisco Institute of Esthetics & Cosmetology. San Francisco Institute of Esthetics & Cosmetology reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

THINK GREEN CONCEPT AND PRACTICE

In an effort to think conscientiously about our planet and environment, San Francisco Institute of Esthetics & Cosmetology's adheres to the Paul Mitchell School concept of "think green". The Future Professional run Go Green Team helps San Francisco Institute of Esthetics & Cosmetology to find ways to reduce, reuse, and recycle. Some of the ways San Francisco Institute of Esthetics & Cosmetology supports the concept of "think green":

- Go Green initiatives www.gogreeninitiative.org/ include, respecting Thursdays as our "Go Green" day where light usage is reduced and the elevator is not available.
- Recycle bins are prominently located throughout San Francisco Institute of Esthetics & Cosmetology.
- The use of coffee mugs and re-usable water bottles is strongly encouraged.
- Water management efforts include reducing water pressure and replacing water hoses for improved energy efficiency.
- A portion of the cost of every Cosmetology Future Professional kit is donated to the American Forest Global ReLeaf Program to help replace America's trees.

STUDENT POPULATION AND CULTURE

The student population consists of primarily two types:

1. Individuals seeking professional training in addition to state board preparation in Cosmetology, Barbering and Esthetics, i.e. Future Professionals.
2. Licensed professionals seeking additional training. Upon satisfying program requirements, you will receive a certificate of completion.

The culture at San Francisco Institute of Esthetics & Cosmetology is inclusive and open-minded. We welcome, accept and celebrate diversity. We embrace and respect individualism at its very best.

REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959
Toll-free: (888) 370-7589

Board of Barbering and Cosmetology (BBC)
P.O. Box 944226
Sacramento, CA 94244-2260
(916) 575-7281
Toll-free: (800) 952-5210

National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc. (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the School Director.

The campus crime report is provided to each student prior to enrollment. The campus crime statistics are updated annually (October). If you are interested in reviewing or receiving a copy of the school's campus crime report, please see the School Director and/or the financial aid office.

GRIEVANCE POLICY

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leaders, the student must file the grievance in written form. The grievance must be submitted within five (5) calendar days of the date the grievance occurred. The grievance may include any supporting documentation.

The grievance will then be referred to the School's Management Team which consists of the School Director, the Education Leaders, the Admissions Leader, the Financial Aid Leader and the Future Professioal Advisor. The School's Management Team will receive and attempt to resolve each grievance within fifteen (15) calendar days of receiving the written grievance. If additional information is required, a letter requesting the additional information will be sent to the student. If no further information is needed, the School's Management Team will determine a resolution and notify the student in writing within three (3) calendar days of the steps taken to correct the grievance or an explanation as to why no action was required.

San Francisco Institute of Esthetics & Cosmetology will maintain records of the grievance and response in accordance with the published record retention policy. Upon request, the school will provide its annual Campus Security Safety Policy and Fire Safety Report or a prospective student or prospective employee can visit the schools website at ***www.sanfrancisco.paulmitchell.edu/programs/useful links***.

UNIQUE EDUCATIONAL OR ADVANCED TRAINING PROGRAMS

San Francisco Institute of Esthetics & Cosmetology's constantly strives to provide a curriculum and educational experience that is unique and available only to those who choose to attend San Francisco Institute of Esthetics & Cosmetology. As a Future Professional at San Francisco Institute of Esthetics & Cosmetology's, you will receive the best tools and technology available as well have educational opportunities simply not offered by other beauty and barbering schools that accent your skill, knowledge, and intuition. Our staff continually searches for new techniques, products, and education methodologies. We also recognize that our location in San Francisco provides cultural and educational experiences not available in many other locations in the world.

Here are just a few unique trainings and educational experiences for Cosmetology and Barbering student that make attending San Francisco Institute of Esthetics & Cosmetology's a very special experience:

- **de Young Museum Tour for Cosmetologists —** Hair styling is an art. Inspiration to do great hair styling can come from many sources including abstract and visual art. The de Young Museum in San Francisco has permanent and touring exhibits that present world-class art in a variety of categories. San Francisco Institute of Esthetics & Cosmetology's takes its student on a "field trip" to the de Young Museum that includes a one-year membership to the museum to continue gaining knowledge and inspiration.

- **Phase Two Program* —** Phase Two is an Honors Program dedicated to the Future Professional who wants to pursue being "behind the chair" full-time in a beauty industry environment. The benefit of the experience is being on the clinic clasroom floor three full days a week, taking guests all day long. This process, in turn, provides an opportunity to work on consultations, timing, and retail skills. Phase Two is all about guest service and preparation for life in the beauty industry.

- **Design Team* —** The Design Team at San Francisco Institute of Esthetics & Cosmetology's presents many "real world" opportunities to student's looking to go above and beyond to improve timing, gain experience in print and runway work, and secure additional opportunities to network within the beauty industry. Students must submit an application and try out for the Design Team. This is done by exhibiting their advanced skills to fellow students and San Francisco Institute of Esthetics & Cosmetology's staff.

  Those selected represent San Francisco Institute of Esthetics & Cosmetology's (on location) styling hair and applying makeup for many different Bay Area media events, runway shows, and photo shoots. In addition, the student will receive advanced hair and makeup training from local educators and artists. The Design Team is for anyone looking to improve their confidence in hairstyling, makeup, and networking.

- **Photo Shoot for Cosmetologist—** Photo Shoot is a chance to work with a professional photographer to create a stunning image for your portfolio. The student brings in a model and choose the theme, and design the look from head to toe. The students model will pose in front of the camera while the student receives coaching on what to look for in a photoshoot and how to get the perfect image to display the students skills. The student will receive high resolution, retouched images to add to their portfolio, as well as dozens of extra photos from the photoshoot. It's not only a great way to add to the students portfolio, but also a lot of fun!

- **Debut —** Debut is an amazing opportunity to showcase your work during the last phase of the Cosmetology and Barbering program. The student brings in a model, the cut, color, style, makeup, wardrobe, and execute that look for a hair show like no other. Debut is held in a fun, club-like atmosphere where you will meet beauty industry professionals from all around the Bay Area. It's a great networking opportunity, as well as a chance to show off the students skills to their friends, family, and peers.

**Honors Programs are not part of the standard curriculum and are available to students who qualify at no additional cost. Not all students will qualify to participate in the Honors Program offerings.*

Here are just a few unique trainings and educational experiences for Esthetics students that make attending San Francisco Institute of Esthetics & Cosmetology's a very special experience:

- **Skin Bar —**As an Esthetics Future Professional at San Francisco Institute of Esthetics & Cosmetology's, we want to ensure that the student has an opportunity to feel the touch of a professional skin therapist and experience at a skin bar. As such, we have created the "Spa Experience", where the student is treated to a face treatment at one of the most luxurious spas in San Francisco.
- **Advanced Education for Estheticians —** While attending San Francisco Institute of Esthetics & Cosmetology's, the student will receive advanced education classes at the International Dermal Institute (IDI). This off-site education will expose you to IDI's gold standard of education and contribute to your competitive edge to stand out in Esthetics. In addition, the student will accrue 25 hours of post-graduate education, which can be used towards an IDI 100-Hour Post-graduate Certificate. This is an exclusive arrangement, which exists only between San Francisco Institute of Esthetics & Cosmetology's and IDI.
- **bt-GEAR for Estheticians —** As part of the esthetics Future Professional kit, the student will receive the newest technology in bt-GEAR™ from BioTherapeutic. These cordless, portable, and light-weight technologies facilitate cutting edge, non-invasive results during a facial.
  - bt-micro, which combines ultrasonic peeling with micro-current product penetration and disencrustation capabilities
  - bt-vision, which is a self-illuminating analyzation tool that rests comfortably on the user's head allowing for hands-free use
  - bt-analyze, a hand-held moisture analyzation meter that utilizes bio-electric impedance technology with a skin membrane sensor to detect trans-epidermal water loss
- **Clarisonic Tool for Estheticians —** The esthetics Future Professional kit includes a Clarisonic device used for skin cleansing. Scientific studies have measured extraordinary results when using the Clarisonic device for skin cleansing and during facials. Using sonic technology, the Clarisonic device has proven to reduce oily areas, dry patches, and blemishes; it also gently, yet effectively, loosens dirt and oil to clear pores, leaving skin soft, smooth, and clean. When using the Clarisonic device, guests have noticed improved skin tone over a short period of time.
- **Brazilian Waxing Certification* —** The Brazilian Waxing Certification Honors Program is offered to both Esthetician students and Cosmetology students. As part of the Honors Program, we teach the student to provide professional Brazilian waxing services. With this training, the student can feel confident in performing a great quality service at any spa or salon with real industry timing.
- **Makeup Certification for Cosmetologists and Estheticians* —** Completing the certification process with a particular makeup line proves that the student has a dedication to product knowledge and technique. As a certified Makeup Future Professional, the student will perform makeup applications for guests on the clinic clasroom floor. Being certified also allows the student the opportunity to participate in off-campus events as a member of the Design Team. The student will hone their timing and techniques as a Makeup Artist by working on a variety of face shapes, eye shapes, and skin tones.

**Honors Programs are not part of the standard curriculum and are available to students who qualify at no additional cost. Not all students will qualify to participate in the Honors Program offerings.*

SCHOOL ADMINISTRATION AS OF JANUARY 2016

Owner / Dean / Director: Deedee Crossett
Operations Leader: Melissa Gallipeau
Admissions Leader: Colleen Jacques
Placement Leader: Noelle Callahan
Financial Aid Leader: Yuto Navarrete
Financial Aid Assistant: Damita Samson
Service Desk Leader: Anjela Ivanova
Education Leader: Cosmetology: Toni Coleman
Education Leader: Barbering: Macklan Clendenin
Education Leader: Esthetics: Lindsay Rich
Learning Leader Advisor: Emilie Griffin
Future Professional Advisor: Shirley Tokuda

Deedee Crossett, *Owner, Dean, Director* — dcrossett@sfiec.edu

Founder and owner of San Francisco Institute of Esthetics & Cosmetology since 2002, Deedee Crossett is an industry pioneer for raising the bar of undergraduate education for Cosmetologists and Estheticians. After graduating from Washington State University with a B.A. degree in Communications and emphasis in Public Relations, Deedee spent approximately eight years working in marketing and sales promotions for both public and venture-backed companies, including a position at Kinko's, now a division of FedEx. Desiring a career change, Deedee obtained her Esthetics license in 2001 and worked as an Esthetician, Spa Consultant, and Esthetics Trainer. With a goal of opening her own spa, Deedee discovered that well-trained employees are always in demand by the beauty industry. With that in mind, she redirected her energy—from owning her own spa—to creating a superior undergraduate Cosmetology, Barbering and Esthetics school in San Francisco.

Deedee collaborated with Paul Mitchell Advanced Education and established the first partner school of its kind where outstanding education, 'real life' techniques, and phenomenal customer service became the priority—in addition to passing the state licensing exam. Deedee is a member of the South of Market Business Association, American Association of Cosmetology Schools, and Skin Inc. magazine's Editorial Advisory Committee.

Melissa Gallipeau, *Operations Leader* — mgallipeau@sfiec.edu

Melissa began her career at San Francisco Institute of Esthetics & Cosmetology as a Service Desk Coordinator after hearing about San Francisco Institute of Esthetics & Cosmetology from her sister-in-law Becky Udwary. She is responsible for making sure that San Francisco Institute of Esthetics & Cosmetology has all the supplies and services needed to maintain its building and meet the requirements of the staff, guest and Future Professionals.

Colleen Jacques, *Admissions Leader* — cjacques@sfiec.edu

Colleen began her career in Miami as a Sales Representative for Ocean Drive magazine where she developed a love for fashion, hair, makeup, and photography. Her passion led her to become a fashion editor for another Miami-based magazine called Ego Trip. She became a publisher soon after when she launched her own local lifestyle magazine focused on art, nightlife, beauty, and fashion called Clique Magazine, which after just one year, spun off into a television series called "In the Clique" where she held the title of associate producer.

After attending an art school for photography, Colleen's next adventure led her out of the country where she pursued photography and music as an electro-house DJ. When she returned to the United States, she was introduced to the world of admissions in colleges of arts and design, as well as culinary arts, in which she has been working for the past nine years until joining our team. Colleen has always wanted to attend cosmetology school, being drawn to the beauty industry; hence; San Francisco Institute of Esthetics & Cosmetology is the perfect fit for her talents.

Colleen can be reached by phone at (415) 230-7416 or email at cjacques@sfiec.edu or during her regular office hours.

Michael Johnson, *Admissions Assistant*— mjohnson@sfiec.edu

Mike joins the SFIEC team with over 11 years of experience in Admissions. He attended Boise State University on a full athletic football scholarship and earned a Bachelor's of Science in Sociology. Mike began his career in San Francisco as an account assistant/logistics coordinator for The PBN Company, a public relations/strategic communications firm. He then worked as an Sr. Executive Admissions Representative for Le Cordon Bleu Culinary School in San Francisco. Mike is a staunch advocate of a quality career based education. His main focus is for future professionals to engage their passion and realize their dreams.

Noelle Callahan, *Placement Leader* — ncallahan@sfiec.edu

Noelle is thrilled to rejoin the San Francisco Institute of Esthetics & Cosmetology team after living in Virginia and Washington DC where she worked and as an advocate for farm and laboratory animals for almost 10 years. As a former hairstylist and salon owner she combines her salon industry and non-profit lobbyist experience to partner San Francisco Institute of Esthetics & Cosmetology's graduates with salons and spas that they will thrive in.

Yuto Navarrete, *Financial Aid Leader* — ynavarrete@sfiec.edu

Yuto Navarrete became San Francisco Institute of Esthetics & Cosmetology's Financial Aid Leader in February 2011.He grew up on the islands of Guam and Hawaii and attended the University of Hawaii receiving a BBA degree in Finance. He moved to the "mainland" and started his career in financial aid for a private university. Yuto relocated to the SF Bay Area in 2010 where he worked in financial aid for a culinary arts college giving him nearly seven years of experience in financial aid. Yuto understands and appreciates the importance of financial aid for Student seeking a career in the beauty industry and finds it gratifying supporting aspiring individuals who are seeking a quality education.

Yuto can be reached by phone (415) 230-7418, email (ynavarrete@sfiec.edu), or during his regular office hours.

Damita Samson, *Financial Aid Assistant* — dsamson@sfiec.edu

Damita joined the SFIEC team in March 2014 as part of the Financial Aid team. She attended Gonzaga University and earned a Bachelor's in Business Administration with concentrations in Marketing and Human Resource Management. Damita has been working in financial aid since 2008 and has a commitment to provide excellent financial aid assistance to all Future Professionals in order to help them achieve their career goal.

Toni Coleman, *Education Leader* — tcoleman@sfiec.edu

Upon graduation from high school in San Francisco, Toni received the prestigious Bill Gates Hundred Millennium Scholars award and was offered a full scholarship to the college of her choice. Because of her zeal for the beauty industry, she opted to attend Skyline's College of Cosmetology and immediately knew she wanted to teach. While working on her teaching certificate, she spent three years in a reputable salon building her skill set.

Toni is San Francisco Institute of Esthetics & Cosmetology's cosmetology texture specialist. Toni continues to pursue her own education whenever the opportunity arises and takes advantage of hair shows and additional training programs to further her knowledge and expertise. She has received certificates for the completion of courses in hair extensions, permanent hair straightening and color techniques.

Anjela Ivanova, *Service Desk Leader* — aivanova@sfiec.edu

Anjela developed her love for the beauty industry at the age of 7 when she received her first make-up kit. She went on through her teenage years giving beauty tips and doing make overs for all of her friends. After graduating high school in 2007, she went on to work in accounting for 3 years when she finally got the courage to pursue her passion. She graduated from the Esthetics program at San Francisco Institute of Esthetics & Cosmetology in 2011.Today you can find Anjela working at SFIEC as the Service Desk Leader. Anjela's hobbies include photography, make-up, cooking and exploring nature.

Michelle Puncsak, *Service Desk Coordinator* — mpuncsak@sfiec.edu

After Michelle received her Bachelor of Arts in Chicano Studies with a minor in English from UCSB, she joined San Francisco Institute of Esthetics & Cosmetology as a member of the Service Desk Team. She enjoys anything that has to do with music, craft beer, books, the beach, Mexican food and Oakland A's baseball.

Mollie Reep, *Service Desk Coordinator* — mreep@sfiec.edu

Mollie is in the process of pursuing her Bachelor's degree in communication studies at San Francisco State University. Mollie has friends have worked in the beauty industry for years and watched them grow, transform and become professionals and looks forward to having the same experiences. Mollie has been used as a model, attended San Francisco Institute of Esthetics & Cosmetology's Debut Future Professional hair shows, and other networking events in the beauty industry. Mollie enjoys reading books, eating pizza, sleeping in, making mixed CDs, and watching Netflix.

Learning Leaders:

Alicia Anderson, *Learning Leader* : *Cosmetology*— aanderson@sfiec.edu

Alicia was blessed with the opportunity to work at the Safavi Institute of Cosmetology and Esthetics a Paul Mitchell Partner School for almost 2 years. At San Francisco Institute of Esthetics & Cosmetology, she was a clinic floor learning leader. She transitioned into Texture Specialist, and then transitioned once more to the part time core learning leader. Alicia was given the chance to work under Deanna Hinkins, a Paul Mitchell educator in her Paul Mitchell focus salon named Hairlights Salon where she worked for two and a half years, she learned so much that she was able to venture out on her own and rent a station at Bellissima Salon. Once Bellissima closed, she went to Statusalon in Pleasanton, for three years. Alicia loves traveling anywhere and everywhere! She likes to interact with other cultures, and experience different ways of living.

Macklan Clendenin, *Education Leader: Barbering; Cutting Specialist* — mclendenin@sfiec.edu

Macklan Clendenin graduated from the Paul Mitchell the School San Diego in 2007 and went back to teach almost immediately. He has been responsible for State Board prep classes as well as Core and Adaptive cutting. Macklan is dedicated to the Paul Mitchell Systems. He came to San Francisco Institute of Esthetics & Cosmetology in March of 2011.Macklan gained his salon experience at The Salon and Spa and Phillip Edwards in San Diego, CA.

Emilie Griffin, *Learning Leader Advisor, Color Specialist* — egriffin@sfiec.edu

Emilie attended Paul Mitchell the School Santa Barbara and has worked only in Paul Mitchell salons. She works with the Student that attend our school every day on the clinic floor, in color classes and theory classes to help them obtain knowledge that will not only help them pass their state board licensing exam but will further their career in the beauty industry. Her passion is color and finding creative ways to express the clients' personality and even compliment the haircut through innovative placements. As the Student go through the program, she loves watching them evolve in their color formulations and placement of color that will, in turn, create happy clients that will return for their personalized color service.

Joey Harris, *Learning Leader, Phase Two: Cosmetology*— jharris@sfiec.edu

Joey has been a hairdresser for 20 years. She has worked with celebrity stylists and industry icons. She has taken many advanced education classes over the years and feels that, in the beauty industry, one never stops learning.

Geremy Lowe, *Learning Leader: Cosmetology* — glowe@sfiec.edu

Geremy is a Paul Mitchell graduate and has worked not only with the league of extraordinary stylist but also has held a full time position as the manager and stylist at Dry Bar Palo Alto.

Ashley Mockett, *Learning Leader: Cosmetology* – amockett@sfiec.edu

Ashley landed her first job in the beauty industry as a salon receptionist with the sole motivation to work in an environment that allowed her to have hair any color of the rainbow. In 2001 she earned her cosmetology license, and in Ashley's true nature, immersed herself in all aspects of the beauty industry. Following her salon tenure, Ashley became the regional educator and then director of education for the West Coast distributor of a high-end color and product company. Ashley found that she reveled in the intersection of creativity and craftsmanship in business.

As a second generation entrepreneur, owner of two international businesses, and single mom - Ashley has the innate understanding of the complex lives that self-employed cosmetologists face. Transparency, integrity and tenacity are the key values that Ashley demonstrates in her leadership. She is dedicated to instilling in future professionals not only technical skill but also a positive reflection of self-worth as these future entrepreneurs bring value to themselves, their clients, and their communities at large.

Ashley holds a BA in English from Mills College and a Masters in Business Administration from The Lorry I. Lokey Graduate School of Business. When she's not cuddling with her giant cat and son, she's in the kitchen making bomb tamales. Or matching the shades of black in her clothing (even before the SFIEC dress code).

Danielle Thomas, *Learning Leader, Phase Two: Cosmetology* — dthomas@sfiec.edu

Danielle is a Paul Mitchell graduate of the Paul Mitchell The School East Bay and is Paul Mitchell certified and trained. She worked in a Paul Mitchell focused salon in Walnut Creek before transitioning to a career in education. Danielle was the Color Specialist and Phase Two Specialist at Paul Mitchell The School Modesto prior to joining the SFIEC team. In her free time, Danielle enjoys the outdoors, going to the beach and filling up some shopping bags! She is a passionate animal lover and spends time with her friends and family whenever she can.

Lindsay Rich, *Education Leader: Esthetics* — lrich@sfiec.edu

Lindsay graduated from the Esthetics program at SFIEC and received her license in 2008. She began her career in a salon and moved to a high end skin studio, specializing in brow shaping, Brazilian waxing services, and results- driven skin care. Lindsay began her career as an educator at SFIEC in 2010 as part of the Esthetics team. She has been a small business owner and is passionate about her career as a part of the service industry.

Amanda Furseth, *Learning Leader: Esthetics* — afurseth@sfiec.edu

Amanda joins the SFIEC team with years of experience in the Esthetics industry. She worked as a preschool teacher for 8 years before finding her passion for skin care. Amanda worked as a Dermalogica skin therapist as well as a makeup artist at Ulta prior to her arrival at SFIEC. Amanda's hobbies include crafting, hiking, camping and reading.

Leon Shannon, *Learning Leader: Esthetics*– lshannon@sfiec.edu

Leon first joined the SFIEC team as part of the Service Desk before moving to his position as an Esthetics Learning Leader. Leon is also a skin therapist at Skin on Market in the Castro district of San Francisco, offering exceptional skin services and recommendations for his clients.

Shonna Hall, *Esthetics Learning Leader* – shall@sfiec.edu

Shonna has worked in the Skin Care and Beauty Industry for over 20 years as a Spa Owner, Manager, Educator, California State Licensed Esthetician, Make-Up Artist and Model. She completed her education in esthetics at De Loux School of Cosmetology and received her California Esthetician's License in 2004. Shonna sharpened her esthetic and managerial skills at spas such as Exotic Faces in Richmond, California, Majestic Day Spa in Oakland, California which she Co-Owned and operated, Spa Gaia in American Canyon and Spa Solage in beautiful Napa Valley. Shonna joins the SFIEC team with over three years of experience teaching in a vocational setting and is dedicated to sharing her experience, love and passion for this amazing industry with the SFIEC family.

Shirley Tokuda, *Future Professional Advisor* — stokuda@sfiec.edu

Shirley worked her way through the San Francisco Institute of Esthetics & Cosmetology's cosmetology program in 2005. San Francisco Institute of Esthetics & Cosmetology's positive culture not only helped her discover a passion for hairdressing but also reconnected her with her love of education. Shirley found her way back to San Francisco Institute of Esthetics & Cosmetology's after spending five years as a hairdresser in a San Francisco salon.