



**COURSE CATALOG**  
**2015**

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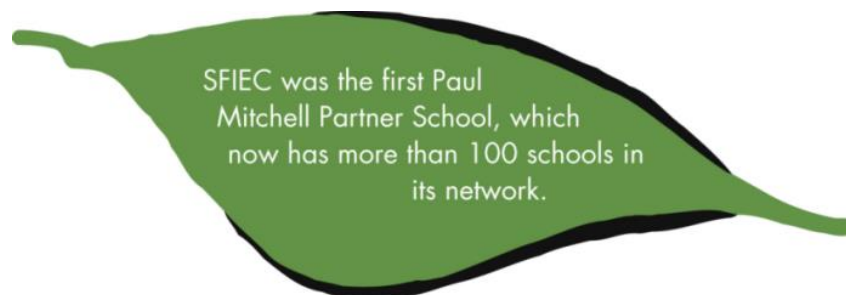
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## San Francisco Institute of Esthetics and Cosmetology Overview

The San Francisco Institute of Esthetics and Cosmetology, Inc. (SFIEC) a Paul Mitchell Partner School, offers educational programs in Cosmetology, Barbering, Esthetics, and Manicuring unlike any other school. Imagine being a Future Professional at SFIEC. You will learn in a fast-paced environment, full of like-minded Future Professionals, who are striving to be their best in the industry. Our challenging curriculum prepares you for your California license exam as well as the technical skills you need to become a successful Hairdresser, Skin Care Therapist or Make-up Artist or Barber in today's competitive salon and spa market.

At SFIEC, we believe that the learning process should be fun and everyone's education should be customized, with learning experiences not offered at other beauty schools. Some of the unique learning experiences and programs include:

- Guest presentations by local salon and spa owners, barbers, advance product and skin care companies, makeup artists and live hair styling and color demonstrations by guest artists.
- Placement Leader, who in addition to guiding you through a series of career building classes, orchestrates field trips to salons, barbershops and spas as a way of introducing you to owners and staff.
- As a Cosmetology Future Professional, you will bring in a model, story board a concept and participate in a Photo Shoot with a professional photographer. The images are yours to keep and should be used to build your professional portfolio.
- Esthetician Future Professionals will have an opportunity to certify in Brazilian waxing. This is an Honors program and is available to those who are passionate about waxing.
- Design Team participation gives the Future Professional "real world" opportunities to gain experience outside SFIEC through community and industry events, gain experience in print and runway work, and secure additional opportunities to network within the industry.
- Debut, the hair show for upcoming Cosmetology and Barbering graduates, is an event where they bring in a model, the cut, color, style, makeup, wardrobe; the entire look and present it in a hair show to salon owners, family members and fellow peers.
- Makeup certification program that leads to the opportunity to participate in events outside the school as part of the Design Team.
- Experience the city of San Francisco— anywhere you go in the world, people know San Francisco! It's a world-class city and we take our Future Professionals out to its great museums and restaurants to experience other forms of creativity and professionalism.



Our Education Team is comprised of successful stylists, skin care therapists and barbers who have chosen to be lifelong learners and are committed to mentoring and coaching Future Professionals. Our Learning Leaders are passionate, knowledgeable and as unique as our curriculum. SFIEC offers a career building program for Learning Leaders interested in styling, color, texture, makeup, waxing, skin, theory and barbering. Ongoing staff training keeps everyone current on the rapidly changing trends in the beauty industry.

The San Francisco Institute of Esthetics and Cosmetology also offers a full menu of comprehensive spa, barbering and salon services to the public performed by Future Professionals under the supervision of Licensed Learning Leaders in its state-of-the-art facility, located in the South of Market (SoMa) district in San Francisco. The address is 1067 Folsom Street, San Francisco, CA 94103. Phone: 415-355-1735. Website: [www.sfiec.edu](http://www.sfiec.edu).

SFIEC is a private institution and is approved by the following: the California Board of Barbering and Cosmetology, the California Bureau for Private Postsecondary Education (number 3806621), and the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) (number 014248-00).

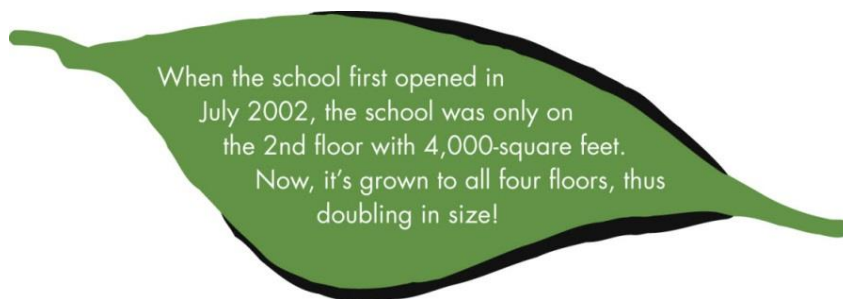
All of these approvals can be viewed online at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov), [www.bppe.ca.gov](http://www.bppe.ca.gov), and [www.naccas.org](http://www.naccas.org), respectively. Approval licenses are also available to view in the Director's office.

## **SFIEC Facility**

SFIEC has 8,000 square feet of industry current equipment and classrooms, and 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 access.

## **Catalog and Information Review**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



## SFIEC Staff



Deedee Crossett—Dean

[dcrossett@sfiec.edu](mailto:dcrossett@sfiec.edu)

Founder and owner of SFIEC 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.

Aimee Gordon—Director

[agordon@sfiec.edu](mailto:agordon@sfiec.edu)

A native to the Bay Area, Aimee is an SFIEC graduate and a licensed Esthetician. Aimee started teaching at SFIEC in March 2004 and instructed the *Core* section of training for over a year. Aimee instructs classes to both Esthetics and Cosmetology Future Professionals, with an emphasis on State Board theory and practical information, basic and advanced facial techniques, waxing, body treatments, SFIEC culture classes, and much more! Aimee oversees the development of SFIEC's Esthetics curriculum and often trains new Esthetics Learning Leaders. Aimee is trained and certified with the Dermalogica/International Dermal Institute and attended over 100 hours of continuing education. Aimee holds a B.A. degree in Rhetoric and Communications from the University of California at Davis.

Colleen Jacques—Admissions Leader

[cjacques@sfiec.edu](mailto: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; SFIEC is the perfect fit for her talents.

Colleen can be reached by phone (415.230.7416), email ([cjacques@sfiec.edu](mailto:cjacques@sfiec.edu)), or during her regular office hours: Tuesday, Wednesday, and Friday from 8:30 a.m. to 5:00 p.m., Thursdays from 11:00 a.m. to 7:30 p.m., and Saturday from 9:00 a.m. to 5:00 p.m.

Yuto Navarrete—Financial Aid Leader

[ynavarrete@sfiec.edu](mailto:ynavarrete@sfiec.edu)

Yuto Navarrete became SFIEC'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 Future Professionals 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](mailto:ynavarrete@sfiec.edu)), or during his regular office hours: Tuesday, Wednesday, and Friday from 8:30 a.m. to 5:00 p.m., Thursdays from 11:00 a.m. to 7:30 p.m., and Saturday from 9:00 a.m. to 5:00 p.m.

Damita Samson – Financial Aid Assistant

[dsamson@sfiec.edu](mailto:dsamson@sfiec.edu)

Noelle Callahan – Placement Leader

[ncallahan@sfiec.edu](mailto:ncallahan@sfiec.edu)

Noelle is thrilled to rejoin the SFIEC 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 SFIEC's graduates with salons and spas that they will thrive in.

Toni Coleman—Education Leader

[tcoleman@sfiec.edu](mailto: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 skillset.

Toni is SFIEC'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.

Melissa Wall – Operations Leader  
[mwall@sfiec.edu](mailto:mwall@sfiec.edu)

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

Alicia Anderson – Cosmetology Learning Leader  
[aanderson@sfiec.edu](mailto: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 SICE, 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 – Cosmetology Learning Leader Cutting Specialist  
[mclendenin@sfiec.edu](mailto: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 SFIEC in March of 2011. Macklan gained his salon experience at The Salon and Spa and Phillip Edwards in San Diego, CA.

Amanda Furseth – Esthetics Learning Leader  
[afurseth@sfiec.edu](mailto:afurseth@sfiec.edu)

Emilie Griffin –Cosmetology Learning Leader Color Specialist  
[egriffin@sfiec.edu](mailto:egriffin@sfiec.edu)

Emilie attended Paul Mitchell the School Santa Barbara and has worked only in Paul Mitchell salons. She works with the Future Professionals 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 Future Professionals 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 – Cosmetology Learning Leader Phase II

[jharris@sfiec.edu](mailto: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.

Whitney Linsner – Make-Up Learning Leader

[wlinnsner@sfiec.edu](mailto:wlinnsner@sfiec.edu)

It was while Whitney she pursued a degree in Photography and Ceramics that she decided to fuse her arts education with her love for the beauty industry. After completing the Esthetics program at SFIEC, Whitney obtained her license and continued to work in the industry. Whitney returned to share her passion for the art of makeup as SFIEC's makeup instructor for three years. She additionally leads SFIEC's Design Team, networking with local runway show coordinators, photographers and event coordinators. Whitney also uses these business and networking skills to assist Future Professionals in finding their own contacts, projects and jobs as SFIEC's Placement Leader.

Living New York, Whitney built her own bridal makeup business and joined the team at Estee Lauder as a business manager and makeup artist. After working with various makeup lines, Whitney decided it was time to take the next step and pursue an Esthetics License. She completed the program at SFIEC, obtained her license and continues her work in the industry, leading the SFIEC Design Team at a myriad of industry-related events.

Geremy Lowe – Cosmetology Learning Leader

[glowe@sfiec.edu](mailto: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.

Lindsay Rich – Esthetics Learning Leader

[lrich@sfiec.edu](mailto:lrich@sfiec.edu)

Danielle Thomas – Cosmetology Learning Leader

[dthomas@sfiec.edu](mailto:dthomas@sfiec.edu)

Shirley Tokuda – Cosmetology Learning Leader

[stokuda@sfiec.edu](mailto:stokuda@sfiec.edu)

Shirley worked her way through the SFIEC's cosmetology program in 2005. SFIEC'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 SFIEC after spending five years as a hairdresser in a San Francisco salon.

Anjela Ivanova – Service Desk Coordinator

[aivanova@sfiec.edu](mailto: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 SFIEC in 2011. Today you can find Anjela working at SFIEC as a member of the Service Desk team. Anjela's hobbies include photography, make-up, cooking and exploring nature.

Michelle Puncsak – Service Desk Coordinator

[mpuncsak@sfiec.edu](mailto:mpuncsak@sfiec.edu)

After Michelle received her Bachelor of Arts in Chicano Studies with a minor in English from UCSB, she joined SFIEC 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](mailto: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 SFIEC's Debut Future Professional hair shows, and other networking events in the beauty industry. Mollie enjoys reading books, eating pizza, sleeping in, making mixed cd's, and watching Netflix.



## SFIEC's Think Green Concept and Practice

In an effort to think conscientiously about our planet and environment, SFIEC adheres to the Paul Mitchell School concept of “think green”. The Future Professional run Go Green Team helps SFIEC to find ways to reduce, reuse, and recycle.

Some of the ways SFIEC supports the concept of “think green”:

- Go Green initiatives <http://www.gogreeninitiative.org/> include, respecting Thursdays as our “Go Green” day where light usage is reduced and the elevator is not available.
- We have created a 16-station computer lab for online testing for reduced paper usage and more accurate Future Professional records.
- Recycle bins are prominently located throughout SFIEC.
- 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.

## SFIEC Future Professional Population and Culture

The student population consists of primarily two types: 1) those seeking professional training in addition to state board preparation in Cosmetology, Barbering and Esthetics, i.e. Future Professionals, and 2) licensed professionals seeking additional training. Upon satisfying program requirements, you will receive a certificate of completion.

The culture at SFIEC is inclusive and open-minded. We welcome, accept, and celebrate diversity, and we embrace and respect individualism at its very best.

## Class Schedules and Curriculum

For all SFIEC curriculums, the following terminology applies:

- Technical instruction denotes instruction by demonstration, lecture, classroom participation, or examination.
- Practical operation denotes the actual performance by a Future Professional of a complete service on another person or on a mannequin.
- Practical training shall mean the time it takes to perform a practical operation.

## Cosmetology

The 1600 hour Cosmetology course at SFIEC is designed to train the Future Professional 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.

## 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
<b>Full-time Day Schedule</b> 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.
<b>Part-time Evening Schedule</b> 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.
<b>Part-time Day Schedule</b> 24 hours/week for 67 weeks	Tuesday, Wednesday, Thursday	12:30 p.m. to 9:30 p.m.
<b>Note:</b> Full-time Future Professionals are expected to maintain 35 hours/week.		

## Class Size

Limit 18 Future Professionals per class.

## Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of California:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>Hair Dressing</b> The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	<b>1100</b>	

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>Hairstyling</b> Includes, but is not limited to, the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening</b> Includes, but is not limited to, the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching</b> Includes, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting</b> Includes, but is not limited to, the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b>Technical Instruction in Health and Safety</b> The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:	<b>200</b>	
<b>Laws and Regulations</b> Includes, but is not limited to, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
<b>Health and Safety Considerations</b> Includes, but is not limited to, the following techniques and procedures: Cosmetology chemistry, including the chemical composition and purpose of cosmetic, nail, hair, and skin care preparations. Elementary chemical makeup, chemical skin peels, and chemical and physical changes of matter. Hazardous substances, including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in Cosmetology, Bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	0
<b>Disinfection and Sanitation</b> 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.	20	0
<b>Anatomy and Physiology</b> Includes, but is not limited to, Human Anatomy and Human Physiology.	15	0
<b>Esthetics</b> The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	<b>200</b>	

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
<p><b>Manual, Electrical, and Chemical Facials</b></p> <p>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.</p>	25	40
<p><b>Eyebrow Beautification and Makeup</b></p> <p>Eyebrow Beautification shall include, but is not limited to, Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include, but is not limited to skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.</p>	25	30
<p><b>Manicuring and Pedicuring</b></p> <p>The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</p>	<b>100</b>	
<p><b>Manicuring and Pedicuring</b></p> <p>Includes, but is not limited to, water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p><b>Artificial Nails and Wraps</b></p> <p>Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps, and repairs.</p>	25	120 (nails)

### 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 Future Professional 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 Future Professionals 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.

Future Professionals are expected to complete their course of Cosmetology in no more than 143% of their contracted date. If Future Professionals take no Leave of Absences (LOAs), or are never absent,



they should complete their course of study 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 in Cosmetology.

### **Teaching Aids and Learning Methods**

All of SFIEC'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 future professional 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**

Future professionals 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.

### **Grading System**

SFIEC uses the following grading scale:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- Below 60% = F

In order to be considered passing, a Cosmetology Future Professional must meet the following passing scores:

- 80% for written exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.
- 75% for practical exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.

**Note:** Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Nail Technician, 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>

**SFIEC does not guarantee employment and/or rate of pay upon graduation.**

## Barbering

The 1500 hour Barbering course at SFIEC is designed to train the Future Professional 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.

### 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
<b>Part-time Day Schedule</b> 24 hours/week for a total of 63 weeks	Tuesday, Wednesday, Thursday	12:30 p.m. to 9:30 p.m.

### Class Size

Limit 18 Future Professionals per class.

### Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of California:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>Hair Dressing</b> The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	<b>1100</b>	
<b>Hairstyling</b> Includes, but is not limited to, the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening</b> Includes, but is not limited to, the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium	40	105

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
hydroxide and other base solutions.		
<b>Hair Coloring and Bleaching</b> Includes, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting</b> Includes, but is not limited to, the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b>Shaving</b> The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	<b>200</b>	
<b>Preparation and Performance</b> 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
<b>Technical Instruction in Health and Safety</b> The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:	<b>200</b>	
<b>Laws and Regulations</b> Includes, but is not limited to, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
<b>Health and Safety Considerations</b> 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
<b>Disinfection and Sanitation</b> 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.	20	0
<b>Anatomy and Physiology</b> Includes, but is not limited to, Human Anatomy and Human Physiology.	15	0

## 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 Future Professional 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 Future Professionals 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.

Future Professionals are expected to complete their Barber course in no more than 143% of their contracted date. If Future Professionals take no Leave of Absences (LOAs), or are never absent, they should complete their course of study within 63 weeks for a part time day student in Barbering.

### **Teaching Aids and Learning Methods**

All of SFIEC'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 future professional 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**

Future professionals 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.

### **Grading System**

SFIEC uses the following grading scale:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- Below 60% = F

In order to be considered passing, a Barbering Future Professional must meet the following passing scores:

- 80% for written exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.
- 75% for practical exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.

**Note:** 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>

**SFIEC does not guarantee employment and/or rate of pay upon graduation.**

## **Esthetics**

The 600 hour Esthetics course at SFIEC is designed to train the Future Professional 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.

### **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
<b>Full-time Day Schedule</b> 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.
<b>Part-time Evening Schedule</b> 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.
<b>Part-time Day Schedule</b> 24 hours/week for 25 weeks	Tuesday, Wednesday, Thursday	12:30 p.m. to 9:30 p.m.
<b>Note:</b> Full-time Future Professionals are expected to maintain 35 hours/week.		

## Class Size

Limit 14 Future Professionals per class.

## Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of California:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>Facials</b> The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	<b>350</b>	
<b>Manual, Electrical and Chemical Facials</b> 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
<b>Preparation</b> 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
<b>Technical Instruction in Health and Safety</b> The required subjects of instruction in Health and Safety shall be completed with the		

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
minimum hours of technical instruction for each subject-matter as follows:	<b>200</b>	
<b>Laws and Regulations</b> Includes, but is not limited to, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	0
<b>Health and Safety Considerations</b> 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
<b>Disinfection and Sanitation</b> Includes, but is not limited to, proper disinfection procedures and procedures to protect the health and safety of the consumer and technician.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	0
<b>Anatomy and Physiology</b> Includes, but is not limited to, Human Anatomy, Human Physiology, Bacteriology, skin analysis, and conditions.	15	0
<b>Technical Instruction and Practical Training in Hair Removal and Makeup</b> The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	<b>50</b>	
<b>Eyebrow Beautification</b> Includes, but is not limited to, eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, and manual or electrical depilatories.	25	50
<b>Makeup</b> Includes, but is not limited to, skin analysis, basic and corrective application, and application of false eyelashes.	20	40

### 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 Future Professional 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 Future Professionals 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.

Future Professionals are expected to complete their course of Esthetics in no more than 143% of their contracted date. If Future Professionals take no Leave of Absences (LOAs), or are never absent, they should complete their course of study 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 in Esthetics.

### **Teaching Aids and Learning Methods**

All of SFIEC'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 future professional 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**

Future professionals 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.

### **Grading System**

SFIEC uses the following grading scale:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- Below 60% = F

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

- 85% for written exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.
- 80% for practical exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.



**Note:** 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>

**SFIEC does not guarantee employment and/or rate of pay upon graduation.**

## Nail Technician

The 400 hour Nail Technology course at SFIEC is designed to train the Future Professional 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.

**Note: Currently there are no Nail Technician course start dates for 2015.**

**Financial Aid is not available for the Nail Technician course.**

### 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 Technician

Schedule Options	Days	Times
<b>Full-time Day Schedule</b> 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.
<b>Note:</b> Full-time Future Professionals are expected to maintain 35 hours/week.		

### Class Size

Limit 6 Future Professionals per class.

## Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of California:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>Barbering and Cosmetology Act Rules and Regulations</b>	10	0
<b>Cosmetology Chemistry</b> Instruction in chemical composition and purpose of nail technician preparation.	10	0
<b>Health and Safety/Hazardous Substances</b> 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
<b>Disinfection and Sanitation</b> 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. <b>Note:</b> Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	10
<b>Bacteriology, Anatomy, and Physiology</b>		15
<b>Manicure, Pedicure, and Massage</b>		
<ul style="list-style-type: none"> <li>• Water and oil manicure—Instruction on nail analysis, and hand and arm massage.</li> <li>• Complete pedicure—Instruction on nail analysis, and foot and ankle massage.</li> </ul>	15 10	40 20
<b>Application of Artificial Nails</b>		
Acrylic: Liquid and powder brush-ons	15	80
Nail tips	10	60
Nail wraps and repairs	5	40

## 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 Technician curriculum is to prepare each Future Professional 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 Future Professionals enrolled in the Nail Technician course will be 400 hours of practical training and technical instruction covering all aspects of the industry.

Future Professionals are expected to complete their course in Nail Technician in no more than 143% of

their contracted date. If Future Professionals take no Leave of Absences (LOAs), or are never absent, they should complete their course of study within 12 weeks for a full time student in Nail Technician.

### **Teaching Aids and Learning Methods**

All of SFIEC'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 future professional 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**

Future professionals 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.

### **Grading System**

SFIEC uses the following grading scale:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- Below 60% = F

In order to be considered passing, a Nail Technician Future Professional must meet the following passing scores:

- 80% for written exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.
- 75% for practical exams, as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.

**Note:** Career opportunities for Nail Technician 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 Technician 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>

**SFIEC does not guarantee employment and/or rate of pay upon graduation.**

## Student Services

### Unique Educational or Advanced Training Programs

SFIEC constantly strives to provide a curriculum and educational experience that is unique and available only to those who choose to attend SFIEC. As a Future Professional at SFIEC, 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 Future Professionals** that make attending SFIEC a very special experience:

#### **Dining Etiquette**

San Francisco is a magnet for great restaurateurs. Enjoying food that is well-prepared and presented while conducting oneself appropriately in a dining atmosphere reinforces the level of professionalism you bring to your career. SFIEC takes its Future Professionals on a “field trip” to one of San Francisco’s great restaurants where dining etiquette is practiced and reviewed as you enjoy a world-class meal.

#### **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. SFIEC takes its Future Professionals 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 II Program\***

Phase II is an Honors Program dedicated to the Future Professional who wants to pursue being “behind the chair” full-time in a salon environment. The benefit is the experience of being on the salon 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 II is all about guest service and preparation for life in the salon.

#### **Design Team\***

The Design Team at SFIEC presents many “real world” opportunities to Future Professionals looking to go above and beyond to improve timing, gain experience in print and runway work, and secure additional opportunities to network within the industry. Future Professionals must apply and try out for Design Team by exhibiting their advanced skills to fellow Future Professionals and SFIEC staff.

Those selected represent SFIEC (on location) styling hair and applying makeup for many different Bay Area media events, runway shows, and photo shoots. In addition, Future Professionals 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 Cosmetologists**

Photo Shoot is a chance to work with a professional photographer to create a stunning image for your portfolio. You bring in a model and choose your theme, and design the look from head to toe. Your model will pose in front of the camera while you receive coaching on what to look for in a shoot and how to get the perfect image to display your skills. You will receive high resolution, retouched images to add to your portfolio, as well as dozens of extra photos from the shoot. It's not only a great way to add to your 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. You bring 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 your skills to your friends, family, and peers.

**\* Honors Programs are not part of the standard curriculum. Not all students will qualify to participate in some or all of the Honors Program offerings. They are made available to those students who qualify at no additional cost.**

Here are just a few unique trainings and educational experiences for **Esthetics Future Professionals** that make attending SFIEC a very special experience:

### **Spa Experience for Estheticians**

As an Esthetics Future Professional at SFIEC, we want to ensure that you have an opportunity to feel the touch of a professional Esthetician and experience at a high-end spa. As such, we have created the "Spa Experience", where you are treated to a facial at one of the most luxurious spas in San Francisco.

### **Advanced Education for Estheticians**

While attending SFIEC, you 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, you 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 SFIEC and IDI.

### **bt-GEAR for Estheticians**

As part of the esthetics Future Professional kit, you 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, clients have noticed improved skin tone over a short period of time.

### **Brazilian Waxing Certification\***

The Brazilian Waxing Certification Honors Program is offered to both Estheticians and Cosmetologists. As part of the Honors Program, we teach you to provide professional Brazilian waxing services. With this training, you 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 you have a dedication to product knowledge and technique. As a certified Makeup Future Professional, you will perform makeup applications for guests on the salon floor. Being certified also allows you the opportunity to participate in off-campus events as a member of the Design Team. You will hone your 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. Not all students will qualify to participate in some or all of the Honors Program offerings. They are made available to those students who qualify at no additional cost.**

## **Job Placement Assistance**

SFIEC offers industry placement assistance throughout your program as an enrolled Future Professional and continued support as a SFIEC graduate. Specific classes are in your curriculum to assist with resume writing, interviewing skills, professional appearance guidelines, job referrals, and follow-up<sup>1</sup>.

SFIEC Future Professionals and graduates are exposed to a wide variety of beauty industry job opportunities. Working with industry leaders and salon and spa owners and barbers, SFIEC actively cultivates relationships that encourage industry professionals and companies to look at SFIEC graduates first when hiring.



### **Full-Time Placement Leader**

Unlike some schools, SFIEC supports its commitment to career placement by having a full-time Placement Leader. Our Placement Leader is onsite to lead classes and work directly with you and guide you through your career path. She regularly networks with Bay Area barbershops, salons, spas,

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<sup>1</sup> SFIEC cannot guarantee job placement.

product lines, and other businesses to recommend employment opportunities for our Future Professionals and graduates.

Placement programs include (with more information that follows):

- **Career Builder Classes**
- **Guest Presentations by Industry Leaders**
- **Externships**

### **Career Builder Classes**

This series of classes, teach you how to write a resume focusing on your accomplishments in your chosen career of Cosmetology, Esthetics or Barbering. 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 Future Professionals!

### **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 Cosmetology Future Professional, you may become eligible to extern in (a) salon(s) of your choice for a few days. This is a great opportunity to witness daily life as a Stylist, while building a strong connection with potential employers. We have seen many job offers made as a result of the Externship Program.

## **Enrollment Information**

SFIEC clearly outlines the obligation of both SFIEC and you in the Enrollment Agreement contract. A copy of the Enrollment Agreement and information covering costs and payment plans will be furnished to you before the beginning of class.

## **Admissions Requirements**

The admissions process requires:

- Application for enrollment
- Interview with our Admissions Leader
- Tour of SFIEC
- Completion of an entrance examination with a passing score prior to class start

- Copy of a High School Diploma or a recognized equivalent (such as a General Educational Development Certificate (GED) or have been homeschooled). In lieu of a high school diploma, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree or a copy of an earned Associates or Bachelor degree transcript.
- Copy of state or government issued identification with photo
- Payment of \$75 registration fee (non-refundable)

Note: The California Board of Barbering and Cosmetology will require a social security number in order to receive a test date.

The San Francisco Institute of Esthetics and Cosmetology enrolls students from other countries; however, we currently do not provide visa services.

## Proof of Age and English Proficiency

On the first day of instruction, you 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. SFIEC reserves the right to dismiss any Future Professional who is deemed insufficiently fluent in the English language.

## Veterans or Eligible Persons

SFIEC is approved by the California State Approving Agency for Veterans Affairs and participates in several Veterans' Educational Benefit programs for the Cosmetology and Esthetics program. 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 <http://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 and Cosmetology (SFIEC) 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: <http://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 SFIEC. SFIEC 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 <http://www.gpo.gov/fdsys/pkg/FR-2012-05-02/pdf/2012-10715.pdf>

## **Transfer Students**

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at SFIEC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology, Esthetics or Barbering 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 SFIEC to determine if your certificate will transfer.

You will need to provide your Proof of Training records to SFIEC for evaluation before enrollment at SFIEC. SFIEC will accept transfer hours from an approved California or nationally accredited school for transfer into the Cosmetology, Esthetics, Barbering and Nail Technician courses. For individuals who wish to transfer into the Cosmetology or Barbering program, SFIEC 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.

For individuals who wish to transfer into the Esthetics program, SFIEC will accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 300 hours. SFIEC 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 Technician program, SFIEC will accept a maximum of 75% of the hours earned from another Paul Mitchell school, not to exceed 200 hours. SFIEC will accept a maximum of 50% of hours earned from non-Paul Mitchell schools, not to exceed 60 hours.

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. SFIEC does not recruit students from schools offering similar or the same programs. 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.

## **Non-Discrimination Policy**

SFIEC does not allow or tolerate discrimination of any kind. SFIEC 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, economic status, or ancestry.

The Cosmetology, Barbering, Nail and Esthetics industries require standing for long periods of time. Anyone who suffers from serious neck, back, hand, wrist or leg problems, or has allergies from chemicals used should consult with their physician before beginning any of our classes. In the event

that you require reasonable accommodations while attending SFIEC, please submit your case in writing to the Director or your Education Leader. When applying for your state board exam, The Board of Barbering and Cosmetology may require additional documentation about your disability.

## Bullying and Harassment Policy

SFIEC does not allow or tolerate bullying, harassment, or hazing of any sort. If a Future Professional 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 SFIEC Attn: Compliance Officer 1067 Folsom St., San Francisco, CA 94103** immediately in order for appropriate action to be taken.

## Academic Calendar

SFIEC begins a new class every eight weeks, depending upon space availability. For start dates, see table below.

Group	Academic Start Date	Expected Graduation Date	Holiday or SFIEC Closure
Cosmetology Full-time Day	January 12, 2016	January 17, 2017	
Esthetics Full-time Day	January 12, 2016	May 21, 2016	
Cosmetology Part-Time Day	March 8, 2016	August 23, 2017	
Esthetics Part-time Day	March 8, 2016	September 21, 2016	
Cosmetology Part-time Evening	March 8, 2016	September 21, 2017	
Esthetics Part-time Evening	March 8, 2016	September 30, 2016	
Cosmetology Full-time Day	May 3, 2016	May 9, 2017	
Esthetics Full-time Day	May 3, 2016	September 17, 2016	
All	July 5, 2016 to July 11 2016		Summer Break
Barbering Part-time Day	July 19, 2016	November 29, 2017	
Cosmetology Part-Time Day	July 19, 2016	January 4, 2018	
Esthetics Part-time Day	July 19, 2016	February 2, 2017	
Cosmetology Full-time Day	September 13, 2016	September 19, 2017	
Esthetics Full-time Day	September 13, 2016	February 3, 2017	

Group	Academic Start Date	Expected Graduation Date	Holiday or SFIEC Closure
Cosmetology Part-time Evening	September 13, 2016	April 3, 2018	
Esthetics Part-time Evening	September 13, 2016	April 14, 2017	
Cosmetology Part-time Day	November 8, 2016	April 26, 2018	
Esthetics Part-Time Day	November 8, 2016	May 25, 2017	
All	November 24, 2016 to November 28, 2016		Thanksgiving Break
All	December 24, 2016 to January 2, 2017		Winter Break

## Tuition

The following fees are due at the time of the Enrollment Agreement contract signing and are required to secure a spot in class:

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

**Note:** The tuition is valid through December 31, 2015 only. The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements effective January 1, 2015 is \$.00 per \$1,000.00 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. For more information, go to [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Tuition for Each Program

	1600–Hour Cosmetology Program	1500–Hour Barbering Program	600–Hour Esthetics Program	400–Hour Nail Technician Program*
Tuition	\$22,256.00	\$17,250.00	\$9,582.00	\$5,000.00
Future Professional Kit	\$4,544.00	\$4,000.00	\$3,543.00	\$500.00
Registration Fee	\$75.00	\$75.00	\$75.00	\$75.00
STRF Fee**	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Fee</b>	<b>\$26,875.00</b>	<b>\$21,325.00</b>	<b>\$13,200.00</b>	<b>\$5,575.00</b>

\*SFIEC does not offer the Nail Technician program at this time.

**The student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.**

A tuition payment schedule may be offered through the Financial Aid office and a credit card processing fee of 3.5% will apply (see “Tuition Payment Options”). Future Professional kits and uniforms must be paid in full upon distribution. You can use SFIEC’s equipment without additional tuition; however, any damage or theft incurred will result in an equipment replacement charge. **Note:** There is a returned check fee of \$35.00 per incident.

### \*\* 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:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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.

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 attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of the student to a third-party for license fees or any other purpose, or to provide equipment or materials for which it charge was collected within 180 days before the closure of the school.
3. The school's failure 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.
4. There was a material failure to comply with the Act or the 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.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

## Future Professional Kits

Future Professional kits include all of the supplies necessary for your selected program, such as text (and work) books, study guides, online testing methods, professional tools, hair and skin care products, additional training, and professional makeup kits include all products, brushes, and much more.

The following table lists the education materials provided in your Future Professional Kit.

Book Title	Author	ISBN	Price	Supplier
<b><i>Cosmetology</i></b>				
Be Nice (Or Else! )	Winn Claybaugh	0-9749939-9-9	\$23.95	Paul Mitchell Education Store
Connecting to MY Future	Susan Papageorgio	0-97432050-1	\$19.95	Paul Mitchell Education Store
Milady's Standard Cosmetology	Multiple	975-1-133-28156-6	\$167.02	Cengage Learning
Paul Mitchell Schools Cutting System	Multiple	975-0-9743205-4-0	\$16.31	Paul Mitchell Education Store
The Coloring Book	Multiple	975-0-9743205-3-3	\$17.04	Paul Mitchell Education Store
<b><i>Barbering</i></b>				
Be Nice (Or Else! )	Winn Claybaugh	0-9749939-9-9	\$23.95	Paul Mitchell Education Store
Connecting to MY Future	Susan Papageorgio	0-97432050-1	\$19.95	Paul Mitchell Education Store

Book Title	Author	ISBN	Price	Supplier
Milady's Standard Barber	Multiple	978-1-4354-9715-3	\$126.95	Cengage Learning
Paul Mitchell Schools Cutting System	Multiple	975-0-9743205-4-0	\$16.31	Paul Mitchell Education Store
The Coloring Book	Multiple	975-0-9743205-3-3	\$17.04	Paul Mitchell Education Store
<b>Esthetics</b>				
Be Nice (Or Else!)	Winn Claybaugh	0-9749939-9-9	\$23.95	Paul Mitchell Education Store
Connecting to MY Future	Susan Papageorgio	0-97432050-1	\$19.95	Paul Mitchell Education Store
Milady's Standard Fundamentals for Estheticians, 11 <sup>th</sup> Edition	Joel Gerson	978-1-133-6979-8	\$190.16	Cengage Learning

\*State Board Exam Guide is available online at <http://www.barbcosmo.ca.gov>.

## Replacement ID and Name Tags Fee

Should you need to replace your SFIEC 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.

## Tuition Payment Options

SFIEC offers a variety of monthly financial payment schedules. Currently there are several ways to finance your SFIEC education including, but not limited to, the following:

- Personal payment (you/parent/guardian)
- Direct loan from a bank you secure
- Federal Financial Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) SFIEC school code: 041413-00
- Tuition payments (see tables that follow)
- Veterans or eligible persons payments (see "Veterans or Eligible Persons")
- 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, see the Admissions Leader or the Financial Aid Leader.

## Cosmetology Payment Schedule Options

1600-Hour Cosmetology Program		
Tuition	\$22,256.00	
Registration Fee	\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee*	\$0.00	
Future Professional Kit Fee	\$4,544.00	
<b>Total Tuition and Fees</b>	<b>\$26,875.00</b>	

\*Note: The Student Tuition Recovery Fund (STRF) is for the California Bureau of Private Postsecondary Education Fund.

### Single Payment Option (Cosmetology Full-time Day and Part-time Evening Programs)

Fees	Cost	Notes
Total Tuition and Fees	\$26,875.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Future Professional Kit Fee	\$4,544.00	
<b>Balance</b>	<b>\$25,800.00</b>	<b>Due first day of class</b>

### 11 Payments Option (Cosmetology Full-time Day Program)

Fees	Cost	Notes
Total Tuition and Fees	\$26,875.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Payment #1 (Future Professional Kit Fee)	-\$4,544.00	Due first day of class
<b>Balance</b>	<b>\$21,256.00</b>	After deposit and kit fee
Finance Charge Credit card processing fee	\$743.96	3.5%
<b>Balance with credit card processing fee</b>	<b>\$21,999.96</b>	
Payment #2	\$2,200.00	Due second month

Fees	Cost	Notes
Payment #3	\$2,200.00	Due third month
Payment #4	\$2,200.00	Due fourth month
Payment #5	\$2,200.00	Due fifth month
Payment #6	\$2,200.00	Due sixth month
Payment #7	\$2,200.00	Due seventh month
Payment #8	\$2,200.00	Due eighth month
Payment #9	\$2,200.00	Due ninth month
Payment #10	\$2,200.00	Due tenth month
Payment #11	\$2,200.00	Due eleventh month

#### 16 Payments Option (Cosmetology Part-time Evening and Part-time Day Program)

Fees	Evening Cost	Notes
Total Tuition and Fees	\$26,875.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Payment #1 (Future Professional Kit Fee)	-\$4,544.00	Due first day of class
<b>Balance</b>	<b>\$21,256.00</b>	After deposit and kit fee
Credit card processing fee	\$743.96	3.5%
<b>Balance with credit card processing fee</b>	<b>\$21,999.96</b>	
Payment #2	\$1,466.67	Due second month
Payment #3	\$1,466.67	Due third month
Payment #4	\$1,466.67	Due fourth month
Payment #5	\$1,466.67	Due fifth month
Payment #6	\$1,466.67	Due sixth month
Payment #7	\$1,466.67	Due seventh month
Payment #8	\$1,466.67	Due eighth month
Payment #9	\$1,466.67	Due ninth month



Fees	Evening Cost	Notes
Payment #10	\$1,466.67	Due tenth month
Payment #11	\$1,466.67	Due eleventh month
Payment #12	\$1,466.67	Due twelfth month
Payment #13	\$1,466.67	Due thirteenth month
Payment #14	\$1,466.67	Due fourteenth month
Payment #15	\$1,466.67	Due fifteenth month
Payment #16	\$1,466.67	Due sixteenth month

## Barbering Payment Schedule Options

1500-Hour Barbering Program		
Tuition	\$17,250.00	
Registration Fee	\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	\$0.00	
Future Professional Kit Fee	\$4,000.00	
<b>Total Tuition and Fees</b>	<b>\$21,325.00</b>	

### Single Payment Option (Barbering Part-time Day Program)

Fees	Cost	Notes
Total Tuition and Fees	\$21,325.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Future Professional Kit Fee	\$4,000.00	
<b>Balance</b>	<b>\$20,250.00</b>	<b>Due first day of class</b>

### 14 Payments Option (Barbering Part-time Day Program)

Fees	Cost	Notes
Total Tuition and Fees	\$21,325.00	
Deposit	-\$1,000.00	Credited towards tuition

Fees	Cost	Notes
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Payment #1 (Future Professional Kit Fee)	-\$4,000.00	Due first day of class
<b>Balance</b>	<b>\$16,250.00</b>	After deposit and kit fee
Credit card processing fee	\$568.75	3.5%
<b>Balance with credit card processing fee</b>	<b>\$16,818.75</b>	
Payment #2	\$1,293.75	Due second month
Payment #3	1,293.75	Due third month
Payment #4	1,293.75	Due fourth month
Payment #5	1,293.75	Due fifth month
Payment #6	1,293.75	Due sixth month
Payment #7	1,293.75	Due seventh month
Payment #8	1,293.75	Due eighth month
Payment #9	1,293.75	Due ninth month
Payment #10	1,293.75	Due tenth month
Payment #11	1,293.75	Due eleventh month
Payment #12	1,293.75	Due twelfth month
Payment #13	1,293.75	Due thirteenth month
Payment #14	1,293.75	Due fourteenth month

## Esthetics Payment Schedule Options

600-Hour Esthetics Program		
Tuition	\$9,582.00	
Registration Fee	\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	\$0.00	
Future Professional Kit Fee	\$3,543.00	
<b>Total Tuition and Fees</b>	<b>\$13,200.00</b>	

### Single Payment Option (Esthetics Full-time Day and Part-time Evening Programs)

Fees	Cost	Notes
Total Tuition and fees	\$13,200.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Future Professional Kit Fee	\$3,543.00	
<b>Balance</b>	<b>\$12,125.00</b>	<b>Due first day of class</b>

### 4 Payments Option (Esthetics Full-time Day Program)

Fees	Cost	Notes
Total Tuition and fees	\$13,200.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Payment #1 (Future Professional Kit Fee)	-\$3,543.00	Due first day of class
<b>Balance</b>	<b>\$8,582.00</b>	After deposit, fees and kit fee
Credit card processing fee	\$300.37	3.5%
<b>Balance with credit card processing fee</b>	<b>\$8,882.37</b>	
Payment #2	\$2,960.79	Due second month
Payment #3	\$2,960.79	Due third month
Payment #4	\$2,960.79	Due fourth month

### 6 Payments Option (Esthetics Part-time Evening and Part-time Day Program)

Fees	Cost	Notes
Total Tuition and Fees	\$13,200.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable

Fees	Cost	Notes
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Payment #1 (Future Professional Kit Fee)	-\$3,543.00	Due first day of class
<b>Balance</b>	<b>\$8,582.00</b>	After deposit and kit fee
Credit card processing fee	\$300.37	3.5%
<b>Balance with credit card processing fee</b>	<b>\$8,882.37</b>	
Payment #2	\$1,776.48	Due second month
Payment #3	\$1,776.48	Due third month
Payment #4	\$1,776.48	Due fourth month
Payment #5	\$1,776.48	Due fifth month
Payment #6	\$1,776.48	Due sixth month

## Nail Technician Payment Schedule Options

*Note: SFIEC does not offer the Nail Technician program at this time.*

400-Hour Nail Technician Program		
Tuition	\$5,000.00	
Registration Fee	\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	\$0.00	
Future Professional Kit Fee	\$500.00	
<b>Total Tuition and Fees</b>	<b>\$5,575.00</b>	

### Single Payment Option (Nail Tech Full-time Day Program)

Fees	Cost	Notes
Total Tuition and Fees	\$5,575.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Payment #1 Future Professional Kit Fee	-\$500.00	
<b>Balance</b>	<b>\$4,500.00</b>	<b>Due first day of class</b>

#### 4 Payments Option (Nail Tech Full-time Day Program)

Fees	Cost	Notes
Total Tuition and fees	\$5,575.00	
Deposit	-\$1,000.00	Credited towards tuition
Registration Fee	-\$75.00	Due at contract signing; non-refundable
Student Tuition Recovery Fund (STRF) Fee	-\$0.00	
Payment #1 Future Professional Kit Fee	-\$500.00	Due first day of class
<b>Balance</b>	<b>\$4,000.00</b>	After deposit and kit fee
Credit card processing fee	\$140.00	3.5%
<b>Balance with credit card processing fee</b>	<b>\$4,140.00</b>	
Payment #1	\$1,380	Due first month
Payment #2	\$1,380	Due second month
Payment #3	\$1,380	Due third month

## Financial Aid

You CAN afford a quality education. SFIEC is pleased to offer financial aid to those who qualify. Our Financial Aid Leader will be happy to explain all your financial options and walk you through everything you need to know to start a career in the salon, spa, barber and beauty industry.

SFIEC is approved and accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and has a federal school code, **041413**, which many lenders require to be included in their applications.

**Note:** If you obtain financial aid from any source, you are required to keep your contact information current and to pay it back. Failure to stay current on your loan obligations may impact your credit rating.

## General Eligibility Requirements

Specific eligibility requirements vary throughout the numerous financial assistance programs. To be eligible for most federal and state programs, you must meet the following general requirements:

- U.S. Citizen or National; U.S. Permanent Resident; Citizen of the Freely Associated States; Other Eligible Noncitizens
- Enrolled at least half-time in a Degree or Certificate Granting Program (matriculated)
- Maintaining satisfactory academic progress (see “Satisfactory Academic Progress Policy”)
- Copy of a High School Diploma or a recognized equivalent (such as a General Educational Development Certificate (GED) or have been homeschooled).
- Males between ages 18 – 26 years old must have registered with the Selective Service.
- Must not have a drug conviction while receiving Title IV financial aid.

Note: If your eligibility for Financial Aid has been suspended due to a drug conviction, you may resume eligibility if you successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Director or Dean.

## Financial Aid Philosophy

Financial aid at SFIEC is intended to assist you with educational and essential cost-of-living expenses. Funds are awarded primarily on the basis of financial need and are coordinated to supplement parental support, Future Professional employment earnings, savings, and assistance from other sources. Future Professionals are provided a cost of attendance with their award letter. The Financial Aid Leader can provide a cost of living scale upon request.

**SFIEC offers scholarships. Check with the admissions office for currently available scholarships.**

## Special Circumstances

The Financial Aid Leaders at SFIEC are aware of the many challenges involved with financing higher education and meeting day-to-day living expenses. Future Professionals with special circumstances affecting the ability to cover these expenses are encouraged to speak with our Financial Aid Leader.

## Questions

If you have questions, we encourage you to contact your Financial Aid Leader at 415-230-7418 or [finaid@sfiec.edu](mailto:finaid@sfiec.edu) for assistance. Or you may call the FAFSA Hotline at 1-800-433-3243. Or online, click **Help Live** at <http://www.fafsa.ed.gov>.

## Student's Right to Cancel

### Student Withdrawal and Refund Policy

Following is the SFIEC cancellation and settlement refund policy and schedule. This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs. You can cancel the Enrollment Agreement contract and obtain a refund of charges paid through attendance at the first class session, or the seventh day after the enrollment agreement is signed, whichever is later. Cancellation of the enrollment agreement must be done in writing.

SFIEC respects the following Future Professional rights:

- Monies due to you are refunded within thirty (30) days of official cancellation or withdrawal.
- You may cancel your Enrollment Agreement, without any penalty or obligation through attendance at the first class session, or the seventh day after the enrollment agreement is signed, whichever is later.
- After the end of the cancellation period, you also have the right to end your program at any time, and you have the right to receive a refund for the part of the course not taken per the following schedule.
- If SFIEC closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833, (916) 431-6959.

If you cancel the Enrollment Agreement contract in writing, not later than through attendance at the first class session, or the seventh day after the enrollment agreement is signed, whichever is later, you will be entitled to a full refund. **Cancellation of the enrollment agreement must be in writing.** Refunds are not issued for books, kits, scheduled events, equipment, or supplies purchased by you or received from SFIEC\*. The refund percentage is based on the number of scheduled hours completed. Please see Institutional Refund Calculation Chart below. If SFIEC is not formally notified, the effective date of termination will be determined by the last date of physical attendance. Unofficial withdrawals from SFIEC will be determined by the school through monitoring clock hour attendance at least every thirty (30) days. If a written notice of withdrawal is received, the refund effective date will be determined by the postmark; if hand delivered, the date the Director receives it. SFIEC may retain not more than the \$75.00 registration fee if tuition is collected before the course begins, and you do not begin training before the date of cancellation.

\* Due to the nature of event planning the following are not refundable after the student agrees to attend the event: Debut, Photo Shoots, Spa Experience, Dining Skills and Advanced classes.

If you are on an approved Leave of Absence (LOA), you must notify the Director in writing that you do not plan to return. The date of withdrawal will be determined by SFIEC, using the earliest of the dates: the last day of the Leave of Absence (LOA) or the date you notified SFIEC. You will be withdrawn if absent 14 consecutive days without an approved Leave of Absence (LOA). SFIEC shall pay a refund owed, not later than 30 days after the official withdrawal date. In the case of illness, a disabling accident, death in the immediate family or other circumstances beyond your control, SFIEC will make a settlement that is reasonable and fair to both parties (you and SFIEC). For the purpose of this refund policy, enrollment time is the time elapsed between the enrollment date and the last date you physically attended class.

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

Percentage of Enrollment (Scheduled) Esthetics 600 Hours		Due to SFIEC
0.01% – 10%	0 – 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 – 600 hours	100%

If a course is canceled subsequent to your enrollment, and before instruction in the course has begun, SFIEC shall, at its option: (a) provide a full refund of all monies paid; or, (b) provide completion of the course.

If you begin a course of training scheduled to last not more than 12 months, or if you withdraw, or you are expelled, SFIEC is not obligated to refund any additional outstanding tuition if you withdraw or terminate during the last 40% of the course.

## 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:

- You may not be eligible to attend any additional hours or re-enroll into another Paul Mitchell school.
- The entire unpaid amount of the balance may immediately become due and payable.
- The delinquency or default will be reported to national credit bureaus negatively affecting your credit rating.
- A poor credit rating may prevent you from obtaining loans for other purchases, such as a car or home.
- 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.

## School Closure Policy

If SFIEC closes permanently and is no longer offering instruction, you shall be entitled to a pro-rata refund of tuition. The school will submit to the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) a list of all students enrolled at the time of closing and indicate the arrangements made to each student to complete your education. If a course is canceled subsequent to the student enrollment, the school shall have the option of providing a refund of all monies paid or completing the course offering. The school will dispose of its records in accordance with state laws.

## Return of Title IV Funds

When a Free Application for Federal Student Aid (FAFSA) form is completed, including required signatures and submitted to the U.S. Department of Education, you have officially applied for financial aid and signed a statement of certification that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. SFIEC will calculate the amount of unearned funds to be returned to the Federal fund programs according to the policies and terms listed as follows:

- Only the Title IV programs are to be included in this calculation. SFIEC participates in the Federal Pell Grant and Direct Loan Programs. If you received Title IV funds, you will be subject to these regulations.
- The amount of Title IV aid earned is based on your scheduled amount of time in academic attendance, and the total aid received; it has no relationship to your incurred institutional charges. Because these requirements correlate only with Title IV funds, the return order of unearned funds do not include funds from sources other than the Title IV programs.
- Title IV funds are awarded to you with the assumption that you will attend SFIEC for the entire period for which the aid is awarded. When you withdraw, you may no longer be eligible for the full amount of Title IV funds that were originally scheduled to receive. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. If earned funds exceed institutional charges, the funds will be offered to you.
- Up through the 60% point in each payment period, the required pro-rata calculation is used to determine the amount of Title IV funds you earned at the time of withdrawal. After the 60% point in the payment period, you will have earned 100% of the Title IV funds specific to payment period.

**Note:** SFIEC measures progress in clock hours, and uses the payment period for the period of calculation.

### The Calculation Formula

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1. Determine the amount of Title IV aid that was disbursed, plus Title IV aid that could have been disbursed.
2. Calculate the percentage of Title IV aid earned:
  - a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
  - b) If applicable, funds are returned in this order: unsubsidized, subsidized, and then Pell.

## **Attendance Policy**

The following attendance policies apply to all Future Professionals:

- This is a contract of enrollment
- SFIEC monitors clock hour attendance at least every thirty (30) days.
- You are required to attend class on time to avoid missing important subject matter.
- Saturdays are required for all Full-time Day and Part-time Evening Future Professionals.
- Missed days means that you must compensate for training hours that the state requires for licensing, and it will cost additional tuition money if the course is not completed by the calculated graduation date.
- If you are ill and unable to attend class, you must call SFIEC at least 30 minutes prior to the scheduled arrival time.
- Repeat tardiness/absences might be grounds for termination.
- After fourteen (14) days of consecutive absences without written pre-approval or without verbal communication with a Learning Leader, you will be withdrawn from enrollment. The exception would be a medical emergency.
- If you are unable to pass a skill check or have missed important subject matter, you should schedule an appointment with your Learning Leader Mentor or Education Leader to develop a plan to make up the missed lesson(s).
- If you fail to graduate by the date specified in the enrollment contract, you will be charged an hourly fee for every additional hour based on the contract rate; Cosmetology \$13.91, Esthetics \$15.97, Barbering \$11.50 and Nail Technician \$12.50.

**Failure to follow SFIEC's attendance policy may result in disciplinary action.**

## **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 Future Professionals on or before the first class session. The policy is consistently applied to all Future Professionals.

To maintain satisfactory academic progress, Future Professionals must maintain:

- A minimum cumulative average on written exams of 80% for Cosmetology, Barbering and Nails or 85% for Esthetics.
- A minimum cumulative average on practical exams of 75% for Cosmetology, Barbering and Nails or 80% for Esthetics.
- Maintain at least a 70% attendance rate.
- Grades are based on a 100% scale. Progress is evaluated at the hour markers listed in the chart below. If a Future Professional falls below the standards of satisfactory academic progress, he/she will be placed on probation until the next scheduled evaluation.

A Future Professional who has not achieved the minimum satisfactory academic progress requirements will be placed on financial aid warning and if not met a second time in a row, is not eligible for Title IV assistance, if applicable. In order to determine the rate of attendance divide the cumulative number of hours completed by the scheduled hours to date. Progress will be inspected at the time points

shown below. The Financial Aid Leader will print out the Satisfactory Academic Progress Report, have of the Future Professional review and sign it, and file it in the Future Professionals file. Future Professionals have access to their file at any time through the Financial Aid Leader. Future Professionals meeting the minimum requirements for academics and attendance at the evaluation points are considered to be making satisfactory academic progress until the next scheduled evaluation.

## Satisfactory Academic Progress Report

Satisfactory academic progress is measured by the following SFIEC standards:

Program Name	First Progress Report	Second Progress Report	Third Progress Report
Cosmetology (Full-time Day)	450 hours	900 hours	1,250 hours
Cosmetology (Part-time Evening and Part-time Day)	450 hours	900 hours	1,250 hours
Barbering (Part-time Day)	450 hours	900 hours	1,250 hours
Esthetics (Full-time Day)	300 hours	N/A	N/A
Esthetics (Part-time Evening and Part-time Day)	300 hours	N/A	N/A
Nail Technician (Full-time Day)	200 Hours	N/A	N/A

All hour markers are based on actual hours as opposed to scheduled hours.

Course incompletes, repetition, and noncredit remedial courses have no effect upon the school's satisfactory progress standards,

## 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 2<sup>nd</sup> progress will be evaluated at 450 hours. PREVIOUS EDUCATION AND TRAINING, CFR 21.4253 (d) (3)

## Probation and Re-establishment of Satisfactory Academic Progress

Future Professionals failing to meet minimum requirements will be placed on Financial Aid Warning until the next evaluation period. The Future Professional will be counseled regarding actions required to attain satisfactory academic requirements by the next evaluation point. During the Financial Aid Warning period, Future Professionals are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the Future Professional has still not met both the attendance and academic progress requirements, he/she will be determined to not making satisfactory academic progress and will be ineligible for Title IV assistance.

A Future Professional may appeal the decision if they have a reason as to why they did not make satisfactory academic progress and if they can document that their circumstances have in some way changed. The basis for filing an appeal, such as death of a relative, injury or illness of the Future Professional, or other special circumstances must be documented in writing. If the school grants the appeal they may impose conditions for the Future Professional's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted the Future Professional is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the Future Professional has not met both academic and attendance requirements all Federal aid will be suspended until such time that the Future Professional re-establishes satisfactory academic progress. Federal financial aid, if applicable, will not be disbursed to a Future Professional on Financial Aid Probation unless he/she appeals and prevails on appeal. Future Professionals may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation period. If the Future Professional has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined to not be making satisfactory academic progress and will be terminated.

## **Appeal Process**

For you to be considered making satisfactory academic progress, you must meet both the attendance and academic progress requirements for each phase of the program. If you are expelled after failing to achieve minimum requirements, you may appeal this determination.

You must submit a written appeal to the Director, along with any supporting documentation of reasons why the decision to expel should be reversed, and a request for a re-evaluation of progress. The Director or Education Leader must receive this appeal within five (5) business days of termination. Should you fail to appeal this decision; the decision to expel will stand.

An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by you, a member of the Leadership Team, and the Director. A decision of your appeal will be made within three (3) business days by the Director and will be communicated to you in writing with the appropriate documentation placed in your student file. This decision will be final. Should you prevail on your appeal and be determined as making satisfactory academic progress, you will be automatically re-entered in the course, and financial aid funds (if applicable) will be re-instated to you.

## Completion of Course within Designated Period of Time

Full-time Day Cosmetology and Esthetics students attend 35 hours per week, Tuesday through Friday, 8:30 a.m. – 4:30 p.m., and Saturday, 9 a.m. – 5 p.m. Part-time Evening Cosmetology and Esthetics students attend 23 hours per week Tuesday to Friday 5:30 p.m. – 9:30 p.m. and Saturday 9:00 a.m. – 5:00 p.m. Part-time Day Barbering, Cosmetology and Esthetics students attend 24 hours per week, Tuesday through Thursday, 12:30 p.m. – 9:30 p.m.

The State of California requires 1600 clock hours for Cosmetology. Future Professionals are expected to complete their course in no more than 143% of the program length. If a Future Professional is never absent, they would complete their course of study 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 Barbering. Future Professionals are expected to complete their course in no more than 143% of the program length. If a Future Professional is never absent, they would complete their course of study within 63 weeks for a part-time day student.

The State of California requires 600 clock hours for Esthetics. Future Professionals are expected to complete their course of Esthetics in no more than 143% of the program length. If a Future Professional is never absent, they would complete their course of study 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 Nail Technology. Future Professionals are expected to complete their course of Nail Technology in no more than 143% of the program length. If a Future Professional is never absent, they would complete their course of study within 12 weeks for a full time day student.

Students whose transfer hours are 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.

## 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 Technician	12 weeks	18 weeks

## Leave of Absence Policy

Leave of Absence (LOA) requests are granted on a case-by-case basis. Future Professionals must request, in writing, medical and family emergency absences to the Director. The Director and the Future Professional will decide on a return date and the contract end date will be extended in your Enrollment Agreement without an additional charge. SFIEC must extend the contract at the same number of days taken in the LOA.

If a Future Professional is on an approved Leave of Absence (LOA) and does not plan to return, he/she must notify the Director in writing. The date of withdrawal will be determined by SFIEC, using the earliest of the dates: the last day of the Leave of Absence (LOA) or the date SFIEC was notified.

**Note:** SFIEC 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.

## Re-Entry Terms

Re-admittance into the school will be based upon a review as follows:

- Be current with all tuition payments not relating to Title IV funds.
- Personal interview with both the Education Leader and Director to determine conditions for re-entry.
- Future Professionals will be monitored for 30 days, during which time must strictly abide by all policies, rules and regulations, and cannot receive Title IV funds until satisfactory academic progress requirements are met.
- A re-entry fee of \$100 will be assessed.\*

If you return from a Leave of Absence (LOA), or other official interruption of training, you will return to SFIEC in the same satisfactory academic progress status as prior to your departure.

\*This fee may be waived for emergency or medical reasons.

## Disbursing Federal Funds

In compliance with federal regulations, SFIEC has adopted and implemented the following evaluation policies for disbursing federal funds:

- All Future Professionals must be evaluated on or before the actual midpoint of the program.
- An academic year of 900 hours must be evaluated on or before your actual date to accrue 450 hours.
- An academic year of 600 hours must be evaluated on or before your actual date to accrue 300 hours.
- Disbursements are based on pay periods. **SFIEC 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.

## SFIEC Rates—Per 2013 Annual NACCAS Report

- Graduation Rate ⇨ 88.30%
- Licensure Rate ⇨ 95.17%
- Placement Rate ⇨ 75.61%

**Note:** The data provided by National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) is typically provided by the year prior.

## School Performance BPPE Information

This institution maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of degree program) shortened proportionately, and the veteran notified accordingly.

This information is filed with the California Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this is the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818 Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov) , Phone: (916) 431-6959 or toll-free (888) 370-7589.

## Withdrawals

Future Professionals will be withdrawn if absent fourteen (14) consecutive days without an approved Leave of Absence (LOA). SFIEC shall pay a refund owed, not 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, SFIEC 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.



# Future Professional Code of Conduct

## Basic Rules and Regulations

SFIEC upholds the following basic rules and regulations for you to adhere to:

- If you are found to be under the influence of alcohol or drugs, you will be subject to dismissal.
- You have the right to withdraw from SFIEC at any time.
- Nothing less than complete respect for clients, peers, and SFIEC team members will be tolerated.
- You are graded based on the following passing scores: Cosmetology and Barbering (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.
- If you are unable to maintain grades on written exams to SFIEC standards, you will be placed on probation for eight (8) weeks. If you are unable to improve during the eight-week probation cycle, you may be expelled.
- 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.
- 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.
- Your academic records will be kept at SFIEC 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.
- Acts of indecency or violence will be grounds for immediate dismissal.

Failure to follow SFIEC's Code of Conduct will result in disciplinary action and the Future Professional may be terminated.

SFIEC reserves the right to modify the rules and regulations at any time and Future Professionals will be advised of any and all modifications.

## Dress Agreement

You are required to follow a dress agreement and you will receive professional appearance guidelines from your Learning Leader Mentor. Future Professionals 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 Technician

- Black bottoms (pants, dresses, or skirts) with a fashionable black shirt, blouse, or top.
- Clothing must be clean and free of stains.

- Shoes should be closed-toed, dark, professional, and comfortable for standing.
- Hair must be clean and styled prior to arriving at SFIEC.
- Use trend-appropriate make-up techniques and apply cosmetics prior to arriving at SFIEC.
- Jewelry is acceptable, as long as it does not get in the way of your work and does not offend others, including your clients.
- You must wear a name tag (Replacement name tags are \$12.40).
- You must wear a Future Professional photo identification card (Replacement ID cards are \$15).

**Note:** SFIEC does not offer the Nail Technician program at this time.

#### Esthetics

- SFIEC shirt with black bottom (pants or skirt).
- Black, closed toe, soft-soled shoes appropriate for spa setting.
- Black socks or nylons (no white or light-colored socks).
- You must wear a name tag (Replacement name tags are \$12.40).
- You must wear a Future Professional photo identification card (Replacement ID cards are \$15).

## Worksheets

The following guidelines apply to worksheets:

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

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

- Falsifying your worksheets.
- Clocking in for someone other than for you.
- You must clock out when you leave the building.
- Worksheets may not be taken off the premises of SFIEC at any time.

For future use, your academic files are stored and locked outside the Financial Aid office on the 3<sup>rd</sup> 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.

## Instructions for Absences and Tardiness

Use the following instructions when you are absent or tardy:

1. Same day: Call SFIEC at 415-355-1734 (ext. 8) and leave a message by 8:00 a.m. for the Day Program and 5:00 p.m. for Evening Program. 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 7:40am. This is Jane Smith, a day Cosmetology student, and I will not be in today until 12:00 p.m. Thank you."

2. 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, as well as the needs of the salon floor.

## Disciplinary Action

Future Professionals may receive disciplinary action for any of the following:

- Out of dress code agreement, including lack of name tag.
- Leaving school without checking out with a staff member and/or clocking out.
- Malicious gossip.
- Neglecting to call in when late or absent at least 30 minutes before school starts.
- Starting a service on anyone without a Learning Leader's permission.
- Refusing a guest or being unavailable for a guest, including not being prepared with the proper tools.
- Missing a mandatory Saturday.
- Use of cell phones in non-permitted areas.
- Smoking on the school campus, including in front of the building.
- Arriving late more than four (4) times during a cycle.\*
- 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, Adaptive1, Adaptive2, Creative1, and Creative2).

## Termination

Future Professionals may be terminated for any of the following and given no warnings:

- On the sixth (6) disciplinary action for Cosmetology and Barbering and on the fourth (4) write up for Esthetics.
- Drugs and/or alcohol use or possession.
- Cheating or stealing.
- Cheating on the time clock or receiving unearned hours.
- Insubordination.
- Late tuition payments.
- Threatening statements or violence towards staff or students, including bullying.
- 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.

# Campus Safety and Security Policy and Fire Safety Report

## INTRODUCTION:

This document has been designed to inform all students and employees of the San Francisco Institute of Esthetics and Cosmetology about its safety and security procedures and policies. The 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. The safety of our students and employees is an important concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully, and ask questions if you feel confused or uncertain.

At 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.

San Francisco Institute of Esthetics and Cosmetology herein referred to as "school" or "institution," uses the following policy and procedures.

## CRIME & ACCIDENT PREVENTION:

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery/theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism
- Burglary — There must be evidence of both trespass and intent to commit a felony or theft.
- Larceny — Larceny is the illegal taking and carrying away of personal property belonging to another with the purpose of depriving the owner of its possession.

**Further preventative measures include:**

1. Students and/or employees shall **not** be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
2. Students and/or employees shall **not** be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
3. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
4. Students and/or employees must park in the designated areas and should always keep their cars securely locked.
5. Employees and/or students must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at **ALL** times, and the student/ employee must not allow any unauthorized individual entrance.
6. All employees should make certain that the offices remain securely locked at **all** times. When leaving the office, the employees **must** always check the door to ensure it is secure.
7. Employees should never lock the facility alone. Two people **must** always be present during locking procedures.  
The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.
8. Students and/or employees shall report hazardous conditions; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc., to the School Director for immediate attention.
9. The School Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Director to notify the appropriate agencies: i.e., the poison control center, the fire department, the power company, etc.
10. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
11. Damaged or dangerous structural conditions shall be reported to the School Director immediately.
12. Students and/or employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
13. Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
14. Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions **will** be kept confidential among school management.
15. Employees shall be required to attend a workshop on first-aid care. The workshop will be organized by the administration and will involve accepted professional organizations.

## CRIMINAL & ACCIDENT REPORTING PROCEDURES:

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to Aimee Gordon, the School Director, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you need to seek professional help after having been a victim of a crime, contact the following counseling center:

San Francisco Department of Public Health  
415-554-2710 [www.sfdph.org/dph](http://www.sfdph.org/dph)

1. In the event of a burglary or robbery:
  - a. Remain calm and agreeable with the culprit(s).
  - b. Do **not** attempt any heroic measures.
  - c. Report all burglaries to the local police.
  - d. When reporting a burglary or robbery:
    1. Indicate name of institution.
    2. Indicate your name.
    3. Indicate date and time of incident.
    4. Indicate any injuries if known.
    5. Indicate number of suspects involved.
    6. Indicate any descriptive information.
  
2. In the event of larceny:
  - a. Remain calm and agreeable with those involved.
  - b. Do not attempt to determine if any person is innocent or guilty.
  - c. Report all larceny to the local police department for investigation.
    1. Indicate the name and address of the school.
    2. Indicate your name.
    3. Indicate the date and time of the incident.
    4. Indicate any injuries if known.
    5. Indicate the name(s) of those involved or any witnesses.
    6. Indicate any descriptive information.
  
3. In the event of an accident:
  - a. Report the event to the School Director or manager on duty.
  - b. The School Director or manager on duty will do the following:
    1. Determine if emergency help is needed. If so, he or she will call for it.
    2. Fill out an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
    3. Report all the information to the management.
    4. If necessary, notify parents and family of the victim(s).

4. In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. ***If the School Director is not available, contact the Education Leader. If the Education Leader is not available, contact the Future Professional Advisor. If the Future Professional Advisor is not available, contact the Financial Aid Leader, Admissions Leader, or Operations Leader. If any of those individuals are not available, please contact a Learning Leader.***

If an emergency exists in which students and staff are in danger, an immediate announcement will be made over the school's intercom system by the School Director who will notify the student body and staff of the emergency and the steps to follow. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. Please listen to all announcements from the School Director and follow the directions given over the intercom; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

The school will review its evacuation plans and procedures during the orientation on the first day of class, as well as yearly with the student body and staff. The school will also conduct announced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures.

Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

## **EMERGENCY PROCEDURES**

In an emergency, evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are:

1. In-place evacuation: keeping Future Professionals and staff members in place but securing the location for the emergency at hand
2. On-site evacuation: movement of Future Professionals and staff members out of the building affected and relocation to another area near the school.

## **FIRE**

1. Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
2. Activate the fire alarm (if so equipped).
3. Call 911, indicating the need for assistance from the fire department and law enforcement.  
Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
4. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Upon the arrival of the fire department, the School Director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.

6. Make certain that all Future Professionals and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the Future Professionals or the staff calls for evacuation to the outside area, away from the building.
7. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
8. If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

## **ILLNESS OR INJURY**

### ***A. MINOR***

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

### ***B. MAJOR***

1. Employ first aid techniques as trained, if needed.
2. Contact 911 if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

## **BOMB THREATS**

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.
4. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
5. The appropriate authorities should be consulted prior to re-entry into the building.

## **UTILITIES AND MAINTENANCE EMERGENCIES**

### **GAS LEAK**

1. If any staff member or Future Professional smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on OR off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.



## **EMERGENCY EVACUATION**

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need for assistance from the local fire department and law enforcement.
2. Make certain all Future Professionals and staff members are accounted for and are safe.
3. Evacuate all Future Professionals and staff members to an area as far from the building as safely practical.
  - a. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
  - b. All Future Professionals and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for Future Professionals and staff members.
5. Notify the School Director as soon as possible.
6. Do not approach or re-enter the building until consultation with the proper authorities.

## **TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES**

1. The safe place designated by the School Director is the Victoria Manalo Draves Park.
  - a. All Future Professionals and staff will be moved to the designated location.
  - b. Maintain flashlight and voice contact among staff members at all times.
  - c. Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
2. After there is absolute certainty that the storm has passed:
  - a. The staff members should conduct a head count.
  - b. The staff members should conduct a head count.
  - c. Check the entire building for any damages such as fire, water, or structural.
  - d. Turn on and test utilities.
3. Notify the School Director as soon as possible with an update of conditions.
4. Notify any agents that services are needed.

The school encourages pastoral counselors and professional counselors, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact, Aimee Gordon, for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.

### **STUDENT RIGHT TO KNOW POLICY:**

All criminal activity and accidents that occur on the school premises must be reported to the School Director who must keep a confidential file on the circumstances surrounding each incident. The School Director must make the information available to the employees and students, although he or she **should** keep personal information, such as names, confidential. The School Director shall use the following procedures for informing students and employees of criminal activity and accidents:

1. Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given.
2. Each week, a general account of any criminal incident and/or accident will be posted in the lounge for student access. Confidential information will **not** be available.
3. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
4. During the announcements, emphasis **will** be placed on accident and crime prevention.
5. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.
6. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter during the calendar years of 2014 are listed on the next page.

<b>Type of Crime</b>	<b>Number of Occurrences</b>	<b>Number of Arrests</b>
Murder	0	0
Sex Offenses (forcible)	0	0
Sex Offenses (non-forcible)	0	0
Robbery	0	0
Simple or Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Liquor Law Violations	0	0
Drug Law Violations	0	0
Illegal Weapons Possessions	0	0
Negligent Manslaughter	0	0
Non-Negligent Manslaughter	0	0
Hate Crimes	0	0
Hate Crimes based on Race*	0	0
Hate Crimes based on Gender*	0	0
Hate Crimes based on Religion*	0	0
Hate Crimes based on National Origin*	0	0
Hate Crimes based on Gender Identity*	0	0
Hate Crimes based on Sexual Orientation*	0	0
Hate Crimes based on Ethnicity*	0	0
Hate Crimes based on Disability*	0	0
Hate Crimes based on Larceny**	0	0
Hate Crimes based on Theft (except motor vehicle)**	0	0
Hate Crimes based on Simple Assault***	0	0
Hate Crimes based on Intimidation***	0	0
Hate Crimes based on Destruction to Property****	0	0

Hate Crimes based on Damage to Property*****	0	0
Hate Crimes based on Vandalism*****	0	0

\*The school will separately report any hate crimes by category of prejudice and by type of crime if any are reported during the reporting period.

\*\*The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

\*\*\*To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

\*\*\*\*To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. An incident must meet three conditions to be classified as a burglary. First, there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry — no force are counted. Second, the unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. Finally, the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

The following numbers of students were referred to campus disciplinary action for the following violations:

<u>Violation</u>	<u>Number of Incidents</u>
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0

There were 0 crimes of murder, forcible rape, non-forcible rape, or aggravated assault that show evidence of prejudice based on race, gender, religion, sexual orientation, disability, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school's campus or on public property immediately surrounding the school's campus.

The school monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by teachers and staff of the school.

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071(j)), we are notifying you that you can obtain information concerning registered sex offenders by going to [www.familywatchdog.us](http://www.familywatchdog.us) for a list of registered offenders near the school premises.

**VIOLENCE AGAINST WOMEN ACT**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines Paul Mitchell Schools' 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 October 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 Aimee Gordon, the School Director.

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. Paul Mitchell Schools is committed to making your school a safe place.

### **What is domestic violence?**

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Physical abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc., are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual abuse: Sexual abuse is coercing or attempting to coerce any sexual contact or behavior without consent. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic abuse: Economic abuse is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

Psychological abuse: Elements of psychological abuse include, but are not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, coworkers, other witnesses, and the community at large. Children who grow up witnessing domestic violence are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life, therefore, increasing their risk of becoming society's next generation of victims and abusers.

National Domestic Abuse Violence Hotline 1-800-799-7233

### **What is sexual assault?**

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

National Sexual Assault Hotline: 1-800-656-4673

### **What is dating violence?**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

National Teen Dating Abuse Hotline: 1-866-331-9474

### **What is stalking?**

Stalking is a dangerous crime that affects an estimated 6.6 million women and men each year. Stalking is generally defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is a crime under the laws of all 50 states, the District of

Columbia, the U.S. territories, and the federal government. Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, mail, and/or email.
- Repeatedly leaving or sending the victim unwanted items, presents, or flowers.
- Following or waiting for the victim at places such as home, school, work, or recreational places.
- Making direct or indirect threats to harm the victim or the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing the victim through the Internet.
- Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting the victim's friends, family, work, or neighbors, etc.

If you feel you are being stalked and are in immediate danger, call 911 for assistance.

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. The school encourages all students and employees to report all crimes in a timely manner to the School Director/Campus Security Coordinator who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, you must contact 911 for immediate assistance, and if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this school or off the school premises, your first priority should be to get to a safe place. You should then obtain necessary medical treatment. In the event of a rape or sexual violence on campus:

- a. Remain calm.
- b. Calm the victim; notify the School Director/Campus Security Coordinator.
- c. Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police, and for medical assistance. If the victim would like the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including, where applicable, restraining orders, orders for protection, or no-contact orders.
- d. The school and police strongly advocate that a victim of sexual assault, domestic violence, or dating violence report the incident in a timely manner. Time is a critical factor for evidence

collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

- e. The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the areas of sexual assault, domestic violence, dating violence, stalking, and crisis intervention. If you need to seek professional help after having been the victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the School Director/Campus Security Coordinator or you can also contact one of the following counseling centers:

California Partnership to End Domestic Violence  
Coalition

PO Box 1798, Sacramento CA 95814  
CA 92082

1-800-524-4765 [www.cpedv.org](http://www.cpedv.org)  
[www.strongheartedwomen.org](http://www.strongheartedwomen.org)

Strong Hearted Native Women's

PO Box 2488, Valley Center

760-644-4781

California Coalition Against Sexual Assault

1215 K St Suite 1850, Sacramento CA 95814

916-446-2520 [www.calcasa.org](http://www.calcasa.org)

- f. If a student or employee is a victim of an alleged sex offense, the student or employee may request a change in his or her academic schedule, such as moving from night to day classes, from a full-time to a part-time schedule, etc., regardless of whether or not the victim chooses to report the crime to the police; please notify the School Director/Campus Security Coordinator of such a request.
- g. If a student is alleged to having committed a sex offense, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration who have received annual training on issues related to the listed offenses and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of proof in this case requires clear and convincing evidence that the incident more than likely occurred. A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense.
- h. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any school disciplinary proceeding, the opportunity for appeal, and the

notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final.

The school will protect the confidentiality of the victim(s) in accordance with the law. In addition, the School Director/Campus Security Coordinator will maintain any records of the incident. Only staff members who need to know will be apprised of the name(s) of the victim(s). The school is required to publish each year's statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking; however, the report only includes incidents and not the names or identifiable information about the victim(s).

<b>Type of Crime</b>	<b>Number of Occurrences</b>	<b>Number of Arrests</b>
Sex offences (forcible)	0	0
Sex offences (non-forcible)	0	0
Sexual assault	0	0
Rape	0	0
Domestic violence	0	0
Dating violence	0	0
Stalking	0	0

The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees. Literature on date rape education, risk reduction, and the school's response are available through the School Director/Campus Security Coordinator.

Any student or employee who reports to the school that he or she has been the victim of one of the previously listed offenses, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

All designated Campus Security Coordinators will review the *Campus Safety and Security Reporting Training Module* in January each year to stay abreast of changes to the regulations. Other interested individuals can access the training module at:

[http://www2.ed.gov/campus-crime/HTML/cc\\_off/Contents.html](http://www2.ed.gov/campus-crime/HTML/cc_off/Contents.html)

## **FIRE SAFETY REPORT**

As a part of the U.S. Department of Education's reporting requirements, we are required to notify our student body of any fires that have occurred on our campus. Should you have any questions regarding our statistics or policies, please see Aimee Gordon, the School Director, for assistance.

<b>Type of Incident</b>	<b>Number of Occurrences</b>	<b>Cause of Fire</b>
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Unintentional fire	0	N/A
Intentional fire	0	N/A
Undetermined fire	0	N/A
Number of injuries/ resulting in treatment at a medical facility	0	N/A
Deaths related to fire	0	N/A
Value of property damage caused by fire	0	N/A

A copy of our fire safety report is provided to the U.S. Department of Education yearly and to our students at the time of enrollment and by October 1st of each year. The school does not have on-campus housing, so we do not have any fire statistics to report for student housing.

In the event of a fire:

- a. All occupants should proceed to the nearest available exit in an orderly, calm manner.
- b. Leave all personal belongings behind.
- c. Assist the elderly, handicapped, and children to the nearest exit.
- d. Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
- e. Once safely outside, stand in a group at a safe distance from the building. Instructors will take a count to ensure no one is still inside.
- f. The School Director should call fire officials or delegate it to (one) person. Also he or she should notify the other building occupants, if applicable.
- g. When reporting the fire to the officials:
  - Indicate the name of the institution.
  - Indicate the location of the institution.
  - Indicate your name.
  - Indicate possible injuries (need for paramedics/ambulance).
  - Indicate the suspected cause: i.e., electrical, chemical, gas, etc.
- h. Remain calm and help calm others.

The school held 10 fire drills during the last calendar year. The school during student orientation reviews the school's fire safety procedures and exit plans. Emergency evacuation plans are posted throughout the school and are reviewed with students and staff.

The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use of portable electrical appliances are limited to appliances used in the practice of cosmetology and cosmetology-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision.

If a fire should occur, please pull the fire alarm and inform the nearest staff member who in turn will notify Aimee Gordon, the School Director. The School Director will call 911 to alert the local fire department. The

school has an effective plan for the implementation of fire safety and evaluates it yearly. At this time, the school has no plans to make any changes to its policy or procedure.

## **Drug Free Workplace Policy**

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and [California Drug-Free Workplace Act of 1990], San Francisco Institute of Esthetics and Cosmetology (SFIEC) prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. SFIEC similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where SFIEC does business. This includes, but is not limited to all lecture classrooms, parking lot, all administrative offices, corridors, storage rooms, and any space to be added in the future.

### ***Health Risks:***

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee or student under the influence and fellow workers and students. Described below are some of the additional dangers and symptoms relative to use/abuse:

### **Marijuana**

Commonly known as "pot," it is a plant with the botanical name of cannabis sativa. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth.

Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. Feelings of euphoria, relaxation, and bouts of exaggerated laughter are also commonly reported.

Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, reduced fertility and sex drive.

### **Cocaine/Crack**

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is very addictive.

Crack is a form of smokeable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5–10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two “hits.”

Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family, and friends, and panic attacks.

### **Alcohol**

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems, and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical, and social issues.

### **Hallucinogens**

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions, and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat, to tumors. High doses can greatly alter the state of consciousness.

After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

### **Heroin**

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as “junk” or “smack,” heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include “pin point pupils,” drowsy, lethargic, slurred speech, and an inability to concentrate. Related medications used to treat pain include oxycontin and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States.

Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother’s milk.

### **Crystal Methamphetamine**

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug.

Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain, which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions, and death.

Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (human immunodeficiency virus); methamphetamine users also risk scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis, and liver or kidney disease.

### **Depressants**

Depressants are highly addictive. They are usually known as “downers.” A user may be drowsy, lethargic, suffer from memory loss, and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma, and death.

### **Ecstasy**

(MDMA) Also known as XTC, X, and E, Ecstasy is a mind-altering drug with hallucinogenic and speed-like side effects. Often used at raves, it is taken to promote loss of inhibition, excited-ness, euphoria, energy, and sexual stimulation. Ecstasy increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”).

### **Ritalin**

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture — complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

### **GHB**

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unarousable sleep (coma), and death. GHB was used as a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZLay.

### **Drug Conviction Notification and Imposed Sanctions**

- Any employee or student must notify SFIEC of any criminal drug statute conviction for a violation occurring in the workplace no later than **five** days after such a conviction.
- Within 30 days after receiving notice of an employee or student conviction, SFIEC will impose corrective measures on the employee or student convicted of drug abuse violations in the workplace by:
  1. Taking appropriate action against the employee or student up to and including expulsion or termination of employment and referral for prosecution and/or

2. Requiring such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes be a federal, state, or local health, law enforcement, or other appropriate agency.

**Laws Relating to Drug Violations:**

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. Any employee or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment.

<i>Where can students go for help?</i>	<i>Where can staff go for help?</i>
<b>San Francisco Department of Public Health</b> 415-554-2710 <a href="http://www.sfdph.org/dph">www.sfdph.org/dph</a>	<b>San Francisco Department of Public Health</b> 415-554-2710 <a href="http://www.sfdph.org/dph">www.sfdph.org/dph</a>

**Drug Abuse and Addiction Information and Treatment Centers**

- Harm Reduction Therapy Clinic 415-863-4282
- National Institute on Drug Abuse 1-800-662-HELP
- Alcohol Abuse 415-674-1872
- Alcoholics Anonymous World Services 415-674-1872
- National Institute of Alcohol Abuse and Alcoholism <http://www.niaaa.nih.gov>
- Alcoholics Anonymous (AA) 415-674-1872
- ACOA (Adult Children of Alcoholics) 562-595-7831
- AL-NON (Family & Friends of Alcoholics) 415-834-9940
- The Center for Substance Abuse Treatment and Referral Hotline 1-877-726-4727

**SFIEC has additional referrals you can contact.**

**Policy Distribution Procedures:**

SFIEC's Drug-Free Workplace Policy will be distributed to all employees and students on an annual basis using the following procedure:

- Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment. The enrollment agreement signed by every student will acknowledge receipt of the Drug-Free Workplace Policy.
- Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement. Annually, the human resources department will be responsible for distributing the policy to current staff employees.

**Federal Trafficking Penalties\***

<b>Drug/Schedule</b>	<b>Quantity</b>	<b>Penalties</b>	<b>Quantity</b>	<b>Penalties</b>
Cocaine (Schedule II)	500-4,999 grams mixture	First offense: Not less than five years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.	5 kgs or more Mixture	First offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  Second offense: Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  Two or more prior offenses: Life imprisonment
Cocaine Base (Schedule II)	28-278 grams mixture		279 grams or more Mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5- 49 grams pure or 50-400 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 grams or more pure or 1 kg or more mixture		
<b>Penalties</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.  Second offense: Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram or more			
Other Schedule III drugs	Any amount	First offense: Not more than five years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  Second offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs			

<b>All other Schedule IV drugs</b>	Any amount	First offense: Not more than three years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second offense: Not more than six years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
<b>Flunitrazepam (Schedule IV)</b>	Less than 30 mgs	
<b>All Schedule V drugs</b>	Any amount	First offense: Not more than one year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second offense: Not more than two years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

**Federal Trafficking Penalties – Marijuana\***

<b>Drug</b>	<b>Quantity</b>	<b>First Offense</b>	<b>Second Offense</b>
<b>Marijuana</b>	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life.</li> <li>• If death or serious injury, not less than 20 years, not more than life.</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life.</li> <li>• If death or serious injury, mandatory life.</li> <li>• Fine not more than \$8 million if an individual,</li> </ul>
<b>Marijuana</b>	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than five years, not more than 40 years.</li> <li>• If death or serious injury, not less than 20 years, not more than life.</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life.</li> <li>• If death or serious injury, mandatory life.</li> <li>• Fine not more than \$4 million if an individual.</li> </ul>
<b>Marijuana</b>	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years.</li> <li>• If death or serious injury, not less than 20 years, not more than life.</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years.</li> <li>• If death or serious injury, mandatory life.</li> <li>• Fine \$2 million if an individual, \$10 million if other</li> </ul>
<b>Marijuana</b>	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than five years.</li> <li>• Fine not more than \$250,000, \$1 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years.</li> <li>• Fine \$500,000 if an individual, \$2 million if other than an individual.</li> </ul>
<b>Hashish</b>	10 kg or less		
<b>Hashish Oil</b>	1 kg or less		

*\*From the U.S. Drug Enforcement Administration*

## **Future Professional Resources and Referrals (Student Services)**

SFIEC currently does not have dormitories or provide housing and has no responsibility to find or assist a student in finding housing. A list of housing is available from our website. Housing choices are the sole responsibility of the student. SFIEC can provide you with information on housing, employment, and counseling in the form of a Resource List. Most information can be obtained from our website (<http://www.sfiec.edu>), from the Admissions Office, or from the information boards posted in the Future Professional break area. SFIEC provides these resources as a reference guide; we do not endorse any specific organization or company. We encourage you to choose a resource that fits your specific needs.

## **Privacy Policy and Future Professional Records**

SFIEC respects your right to privacy. SFIEC will act in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Future Professional files are discarded after five (5) years.

You (or your parent/guardian, if you are a dependent minor) are allowed access to your SFIEC records. SFIEC requires written consent from you (or your parent/guardian) for release of records in response to each third-party request, unless otherwise required by law, such as by court order or subpoena. SFIEC does not publish “directory information” for any Future Professional. SFIEC provides and permits access to Future Professional and other school records, as required for any accreditation process initiated by SFIEC, or by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), or in response to a directive of said Commission.

The contact information for FERPA is:

### **Family Policy Compliance—U.S. Department of Education**

400 Maryland Avenue SW

Washington, D.C. 20202-5901

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Future Professional transcripts are maintained for a minimum of five (5) years in an electronic digital format. You have the right to seek an amendment to your records. To do so, you must meet with the Director and bring any supporting documentation to show that the record is incorrect.

One copy of your transcript and proof of training is provided at graduation. Additional copies are available upon request and payment of a \$10 fee and any postage required. As of January 1, 2009 digital transcripts are available for graduates indefinitely. Requests should be made in writing to the Director or Financial Aid Leader.



## Future Professional Grievances, Complaints and/or Suggestions

During Future Professional orientation, SFIEC's organizational chart is reviewed for you to understand the flow of information and who is accountable for helping and resolving challenges. Future Professional complaints and suggestions are available in two methods: 1) Via the suggestion box where you can leave an anonymous note. 2) During orientation we discuss our "open door policy" and encourage you to go to a Learning Leader with any concerns or complaints. If the complaint involves the Learning Leader, you should go to the Education Leader or Director. Concerns are documented in your file, discussed, and handled accordingly. Reasonable suggestions are taken seriously and responded to and moved toward a resolution within 10 class days. Per National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) requirements, we will document these complaints, suggestions, and conversations.

If you have questions, comments, or complaints that are unresolved with your Learning Leader or the Dean, you should address them to:

### **National Accrediting Commission of Career Arts & Sciences, Inc.**

4401 Ford Ave, Suite 1300  
Alexandria, VA 22302-1432  
Phone: 1.703.600.7600  
<http://naccas.org>

Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog.

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

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

### **Bureau for Private Postsecondary Education**

P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Web site: <http://www.bppe.ca.gov>  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

### **California Board of Barbering and Cosmetology**

P.O. Box 944226  
Sacramento, CA 94244-2260  
Phone: 1.800.952.5210  
<http://www.barbercosmo.ca.gov>

### **Department of Consumer Affairs Consumer Information Division**

1625 North Market Blvd., Suite N112  
Sacramento, CA 95834  
Phone: 1.800.952.5210

## Graduation Requirements

In order to receive a Certificate of Completion from SFIEC, you 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 SFIEC 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 Future Professionals 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 Technician 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.

## Alumni Opportunities (Student Services)

SFIEC Alumni in good standing are welcome back to:

- Attend the guest speaker presentations
- Attend refresher classes
- To receive product discounts

SFIEC Alumni are encouraged to stay connected and are invited to:

- Visit the school anytime.
- Stay connected on the SFIEC social networking pages, such as Facebook and Twitter.
- Request the opportunity to speak to the current class of Future Professionals.
- Network with our Placement Leader for career opportunities and invitations to industry events.

## Catalog Updates

This catalog will be updated annually or as changes in tuition, curriculum, federal or state requirements necessitate. This catalog is effective for the period January 1, 2015 to December 31, 2015. This catalog can be downloaded and printed out from the SFIEC website at [www.sfiec.edu](http://www.sfiec.edu).

## **SFIEC Copyright Material Policy**

All material in this catalog is, unless otherwise, stated, the property of SFIEC. 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 SFIEC, 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 SFIEC receives an allegation of copyright infringement based on your use of SFIEC's computers, the matter will be referred to the Director for further investigation. If you are found responsible, after meeting with the Director, you are subject to disciplinary action, including loss of network access, suspension or termination from SFIEC, or restitution or community service.

The Internet is an essential tool in everyone's lives for both 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 consent of the copyright holder to make copies. The consequences of copyright infringement also extend outside of SFIEC. 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 per case.

Another reason to be cautious with file sharing programs is that the installation procedures for most 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".

**END OF CATALOG**

## Checklist

Congratulations on taking the first step in reaching your career goals! Class size is limited; therefore, it is crucial that this timeline is met to ensure your acceptance into our program.

Check Box When Complete

	Date of Tour/Interview
--	------------------------

### Important deadlines to meet:

	<b>Admission Requirements for Acceptance</b>	
	<i>Complete Admissions Interview and Application</i>	
	<i>Copy of Government Issued ID</i>	
	<i>Pass Wonderlic Assessment</i>	
	<i>Copy of a High School Diploma or a recognized equivalent (such as a General Educational Development Certificate (GED) or have been homeschooled). In lieu of a high school diploma, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree or copy of associates or bachelors college degree transcript.</i>	
	<i>Completed Enrollment Agreement</i>	
	<i>Copy of catalog and Policy Addendum received</i>	
	<b>Financial Aid Requirements and Deadlines</b>	
	FAFSA completed at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> by:	
	<i>Completed Verification Worksheet (if applicable)</i>	
	<i>Signed 2013 and or 2014 Federal Tax Return (if applicable)</i>	
	Loan Applications Completed by:	
	<i>Direct Stafford Loan MPN</i>	
	<i>Entrance Counseling</i>	
	<i>Plus loan consent form (if applicable)</i>	
	<i>Direct Parent Plus Loan MPN (if applicable)</i>	
	<i>Deposit to secure seat</i>	
	Targeted Completion Date:	

Next Step: When all Admission and Financial Aid requirements are met, schedule an appointment with

Financial Aid to sign the Enrollment Agreement for your desired start date.

#### Important Contact Information:

San Francisco Institute of Esthetics and Cosmetology

Financial Aid Leader: Yuto Navarrete Ph: 415-230-7418

Admissions Leader: Colleen Jacques Ph: 415-230-7416

1067 Folsom St.  
San Francisco, CA 94103

SAN FRANCISCO  
**INSTITUTE**  
OF



ESTHETICS AND  
COSMETOLOGY

PAUL MITCHELL

**PARTNER SCHOOL PROGRAM**

San Francisco Institute of Esthetics and Cosmetology