



# **KC BEAUTY ACADEMY**

## **School Catalog**

**January 1, 2025, to December 31, 2025**

**REVISED 2.20.25**

## TABLE OF CONTENTS

Mission Statement & Educational Objectives	4
Approvals	4
Catalog Certification	4
History and Ownership	5
Bankruptcy Disclosure	5
Facilities	5
Health and Physical Considerations	6
Statement of Non-Discrimination	6
<b>COURSE CALENDAR</b>	6
Holidays and Closures	6
U.S. Constitution Day and Voter Registration	6
Class Start Dates	6
Class Schedules	7
<b>ADMISSIONS POLICY</b>	9
Verification of High School Diploma	9
GED Classes Availability	9
Admissions Requirements for International Students	10
Scholarships	10
Transfer of Credits to KC Beauty Academy	10
Re-Enrollment	10
<b>ACADEMY POLICIES AND INFORMATION</b>	10
Hybrid – Distance Education Policy	11
Attendance Policy	11
Attendance Status	11
Tardy Policy	11
Late Work Policy	12
Make-Up Policy	12
Time Clock Policy and Procedures	12
Digital Student Record of Applied Effort	12
Graduation Requirements	12
State Board Examination Requirements and Costs	12
<b>LEAVE OF ABSENCE (LOA) POLICY</b>	13
Failure to Return from an Approved Leave	13
Interruptions, Course Incompletes, Withdrawals	13
Unofficial Withdrawal	13
Automatic Withdrawal	13
<b>SATISFACTORY ACADEMIC PROGRESS REPORT (SAP) POLICY</b>	14
Grading Scale	14
Evaluation Periods	15
Academic Year	15
Maximum Time Frame	15
Determination of Progress Status	16
Warning Period	16
Probation	16
Appeal Procedure	16
Re-Establishment of Satisfactory Academic Progress	16
Transfer Hours (SAP)	16
Noncredit, Remedial Courses, Repetitions	16
Interruptions, Course Incompletes, Withdrawals	17

<b>SCHOOL RULES AND REGULATIONS</b>	17
Student Conduct	17
Dress Code and Appearance	17
Student Rights and Responsibilities	18
Suspension and Termination	18
Student Grievance Procedure	19
No Weapons Policy	19
Drug Abuse Prevention Program	19
Crime Awareness	19
Copyright Infringement Policy	19
Emergency Plan	20
Student/Employee Fraternalization	20
Personal Property	20
Field Trips	20
Pregnancy	20
Change of Schedule	20
Program and Policy Changes	20
Non-Disparagement Policy	20
<b>STUDENT SERVICES</b>	21
Accessibility for Disabled Students	21
Advisory Services	21
Career Opportunities	21
Career Services	21
Externship Program	21
Housing	22
Library and Learning Resources	22
Orientation	22
Parking and Transportation	22
Tutoring Assistance	22
<b>FINANCIAL AID CONSUMER INFORMATION</b>	23
Disclosure of Education Records - FERPA	27
Rights of Privacy and Retention of Student Records	28
<b>TUITION AND FEES</b>	29
Textbooks	30
Extra Instructional Charges	30
Transcripts	30
Method of Payments	30
<b>CANCELLATION AND REFUND POLICY</b>	31
Student's Right to Cancel	31
Refund Policy	31
Return of Title IV (R2T4)	32
Student Tuition Recovery Fund (STRF)	32
<b>COSMETOLOGY PROGRAM</b>	34
<b>ESTHETICIAN PROGRAM</b>	36
<b>BARBERING PROGRAM</b>	38
<b>MANICURING PROGRAM</b>	40
<b>BARBER TO COSMETOLOGY CROSSOVER PROGRAM</b>	41
<b>COSMETOLOGY TO BARBER CROSSOVER PROGRAM</b>	42
Faculty and Staff	43
NACCAS Annual Report Information	44
Acknowledgement of Disclosures Received	45

## MISSION STATEMENT & EDUCATIONAL OBJECTIVES

The mission of KC Beauty Academy is to offer students the training, knowledge, and technical skills necessary to pass the California State Board of Barbering and Cosmetology written examination required for a state license. Successful students will be able to work effectively in the beauty industry. In order to achieve this objective, KC Beauty Academy does the following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of beauty industry-related careers and subjects, with emphasis on salon techniques and current up-to-date trends.
3. Teaches the value of professionalism and business skills in the beauty industry-related career path, including high standards of workmanship and personal conduct, which will enable the student to acquire employment in an entry-level position and be an asset to the salon or spa of his/her choice.
4. Conducts its business in an ethical and educational atmosphere that is credited to the beauty industry-related career path.

## APPROVAL

1. KC Beauty Academy (Referred to in this catalog as KCBA), 706 E.1<sup>st</sup> St. Los Angeles, CA 90012 (where training is provided) is a private postsecondary institution approved to operate by the **California Bureau for Private Postsecondary Education (BPPE)**. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.  
[www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Toll-Free: (888) 370-7589 Fax: (916) 236-1897

2. Approved Additional Classroom Space: KC Beauty Academy Student Clinic  
701 East Third Street, Suite 120 Los Angeles, CA 90013

The following programs are approved:

Cosmetology	1,000 clock hours
Barbering	1,000 clock hours
Esthetician	600 clock hours
Manicuring	400 clock hours
Barber to Cosmetology Crossover	300 clock hours
Cosmetology to Barber Crossover	200 clock hours

3. **State of California Board of Barbering and Cosmetology (BBC)**. P.O. Box 944226 Sacramento, CA 94244-2260  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) Phone: (800) 952-5210
4. KC Beauty Academy is authorized by the **U.S. Department of Education (USDE)** to participate in Title IV programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant, and Federal Student Loans.
5. KC Beauty Academy is a **Student and Exchange Visitor Program (SEVP)-certified** school eligible to enroll M-1 students in the United States.
6. KC Beauty Academy is accredited by the **National Accrediting Commission of Career Arts & Sciences (NACCAS)**. 3015 Colvin Street, Alexandria, VA, 22314 [www.naccas.org](http://www.naccas.org) Phone: (703) 600-7600 Fax: (703) 379-2200

## CATALOG CERTIFICATION

KC Beauty Academy certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of KC Beauty Academy. KC Beauty Academy updates this catalog on an annual basis. The academy also makes every effort to ensure the accuracy of the information obtained. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the intuition may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov) toll-free telephone number (888)370-7589 or by Fax (916)263-1897. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You can access this catalog by visiting the Academy's website at [www.kcbeautyacademy.com](http://www.kcbeautyacademy.com) under "Disclosures". A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the Bureaus' internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **HISTORY AND OWNERSHIP**

Yuko T. Koach, who has been a Licensed Cosmetology and Union 706 member for over 20 years, founded KC Beauty Academy in September 2014. KC Beauty Academy is proud to be family-owned and is committed to providing students with the support and motivation needed to prepare aspiring artists to become licensed professionals. What makes KC Beauty Academy a truly unique institution is its location and commitment to fostering a diverse environment. Nestled in downtown Los Angeles, not only do we pride ourselves on our diverse student body but also, we positively encourage the freedom of self-expression. As such, we encourage all our students to attain real-world, pragmatic skills, that will prepare them for their creative careers.

## **BANKRUPTCY DISCLOSURE**

KC Beauty Academy does not have a pending petition in bankruptcy and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

## **FACILITIES**

KC Beauty Academy's campus is located in Downtown Los Angeles and occupies 3,597 square feet in a facility located at 706 E 1<sup>st</sup> Street Los Angeles, CA 90012. Classrooms are equipped with TV/DVD, visual aids, and/or other instructional resources, which are for the use of students. The students purchase a practical kit consisting of all equipment necessary to complete their chosen course of study before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. The school assumes no responsibility or liability for lost or stolen personal items. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school-owned equipment, hardware, and software. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The academy is divided into a reception area, office, dispensary, theory, practical classrooms, student clinic, and student lounge. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicure tables, tools, lockers (note: students provide their own locks), facial tables, steamers, wax pots, microdermabrasion machines, magnifying lamps, and other current modalities to perform on-demand services and other equipment are furnished for the benefit of students. The institution furnishes all equipment as mandated by the Board of Barbering of Cosmetology Article 6. Section 904 is listed below:

The minimum equipment for a school of cosmetology shall be as follows:

1. Electrical equipment for instructing in skin care and electrical facials.  
NOTE: Equipment shall not be used to stimulate to contract, or for contracting, the muscles of the body or face.
2. Mannequins, with a full head of hair (10)
3. Time clocks or time scanners (1)
4. Shampoo bowls (5)
5. Dryers (6)
6. Facial chairs or facial couches (2)
7. Manicure stations (6)
8. Thermal hair straighteners
  - a. Non-electric comb (3)
  - b. Stove (for non-electric combs) (1)
  - c. Electric curling iron (1)
  - d. Non-electric curling iron (at least two sizes) (3)
  - e. Stove (for non-electric curling irons) (1)
9. Hairstyling or barber chairs (15)

Access for handicapped students to the institution's facilities is available. The institution does not offer special facilities beyond what the city ordinance mandates or any other offering of special programs for the handicapped.

Approved Additional Classroom Space: KC Beauty Academy Student Clinic

701 East Third Street, Suite 120 Los Angeles, CA 90013

Non-contiguous additional classroom space within two (2) miles of the primary campus facility. Students use this classroom space facility after completing more than 51% of any course.

## **HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, a professional in the beauty industry must be in good health because he/she will be working in direct contact with patrons. In most aspects of the beauty industry, there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitation of disabilities if these students (their parents or physicians) believe they cannot fulfill the training demands.

## **STATEMENT OF NON-DISCRIMINATION**

KC Beauty Academy does not discriminate based on race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, ethnic origin, national origin, or residence in its admissions, staffing instruction, and/or graduation policies.

## **COURSE CALENDAR HOLIDAYS AND CLOSURES**

The following holidays are observed:

New Year Day	January 1, 2025
Martin Luther King Jr. Day	January 20, 2025
President's Day	February 17, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Veteran's Day	November 11, 2025
Thanksgiving	November 27 - 29, 2025
Christmas Day	December 24 - 25, 2025
New Year's Eve	December 31, 2025
New Year Day	January 1, 2026

\*If the school must close for emergencies or other unexpected reasons, students will be notified by phone, e-mail, and/or a notice posted on the front door explaining the reason for the closure and the date of re-opening. Additional holidays, including religious holidays, are subject to extra instructional charges. Subject to change at any time.

## **U.S. CONSTITUTION DAY AND VOTER REGISTRATION**

KC Beauty Academy celebrates Constitution Day on September 17<sup>th</sup> of every year, to commemorate the September 17, 1787, signing of the Constitution. As required by the Department of Education. Additionally, KCBA encourages all students and staff to vote in every election. You can register to vote online on the Secretary of State's website at [RegisterToVote.ca.gov](http://RegisterToVote.ca.gov). You may also pick up a Voter Registration Card at the front desk at any time.

## **CLASS START DATES**

### **Cosmetology Full Time / 5 Day Part-Time Esthetician Part-Time**

### **Esthetician Full-Time**

January 7, 2025	July 8, 2025	January 6, 2025	July 7, 2025
February 4, 2025	August 5, 2025	February 3, 2025	August 4, 2025
March 4, 2025	September 2, 2025	March 3, 2025	September 2, 2025
April 8, 2025	October 7, 2025	April 7, 2025	October 6, 2025
May 6, 2025	November 4, 2025	May 5, 2025	November 3, 2025
June 3, 2025	December 2, 2025	June 2, 2025	December 1, 2025

## CLASS SCHEDULES

### Cosmetology 1,000 Full-Time Schedule (29 Weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
-	10:00 am – 6:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	-	35

### Cosmetology 1,000 Part-Time Schedule (36 Weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
-	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	-	27.5

### Cosmetology 1,000 (3 Day) Part-Time Schedule (48 Weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
-	-	-	10:00 am – 6:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	-	21

### Esthetician Full-Time Schedule (20 Weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 2:30 pm	-	-	30

### Esthetician Part-Time Schedule (31 Weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
-	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	-	-	-	19.5

### Esthetician Hybrid Practical Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
1:30 pm – 5:00 pm	1:30 pm – 5:00 pm	1:30 pm – 5:00 pm	1:30 pm – 5:00 pm	1:30 pm – 5:00 pm	-	-	Flex Schedule

### Barber to Cosmetology Crossover Part-Time Schedule (11 Weeks)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
-	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	-	27.5

**CLASS SCHEDULES (Currently Not Enrolling)**

**Barbering Full-Time Schedule (29 Weeks)**

<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>	<b>Total Hours/Week</b>
-	10:00 am – 6:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	-	<b>35</b>

**Manicuring Full-Time Schedule (13 Weeks)**

<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>	<b>Total Hours/Week</b>
10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	10:00 am – 5:00 pm	-	-	<b>32.5</b>

**Cosmetology to Barber Crossover Part-Time Schedule (7 Weeks)**

<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>	<b>Total Hours/Week</b>
-	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	10:00 am – 4:00 pm	-	<b>27.5</b>

**Administrative Hours: Monday – Friday 10:00 am – 6:00 pm**



## ADMISSIONS POLICY

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. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing the enrollment agreement. Prospective students can obtain a copy of this catalog electronically at [www.kcbeautyacademy.com](http://www.kcbeautyacademy.com)

The following are the requirements and procedures for admission to KC Beauty Academy.

1. All applicants must complete an Admissions Application and pay **a non-refundable \$100.00 registration fee** prior to entering into an enrollment agreement.
2. Provide proof of age.
3. Provide proof of Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). If the student does not possess an SSN or ITIN, the student will sign a "Statement of Intent", which is a signed acknowledgment by the student that he/she understands that an SSN/ ITIN is required to apply for licensure examinations and that his/her objective in enrolling at KC Beauty Academy is other than licensure. A valid SSN is necessary for the student to complete the process of applying for Financial Aid through the U.S. Department of Education as well as apply for the Board of Barbering and Cosmetology Licensing Exams.
4. Provide proof of successfully completing secondary education in the U.S. such as a high school diploma, an official high school transcript that shows high school completion, GED certificate, a state certification of home-school completion, college transcript showing college completion or college degree. KC Beauty Academy does not admit ability-to-benefit exams.
  - a) **OUT OF COUNTRY HIGH SCHOOL COMPLETION**  
Should an enrolling student provide a foreign high school diploma/official high school transcript, the student is responsible for providing an English translation of the document along with confirmation that the education received is equivalent to completion of U.S. secondary education from a third-party agency that is qualified to perform foreign academic credential evaluations and translations.
  - b) **HOME SCHOOL HIGH SCHOOL COMPLETION**  
If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school, you will need to provide EITHER a copy of the state-issued secondary school completion credential (if your state issues this certificate) OR a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
5. All classes are taught in the English language. English proficiency will be determined by the successful completion of high school at which English is the sole language of instruction, a GED certificate, an undergraduate degree from the U.S., or standardized English proficiency exam completion that meets minimum score requirements. In the case the student cannot produce documentation of English proficiency using the methods listed above, an interview will be conducted by the admissions office to determine the student's English proficiency.
6. KC Beauty Academy does not admit students who have a record of a felony conviction.

### CROSSOVER APPLICANTS ONLY

7. Students looking into either the Barber to Cosmetology Crossover program or Cosmetology to Barber Crossover program must hold a valid and current California Board of Cosmetology and Barbering license in either Barbering or Cosmetology respectively.

### VERIFICATION OF HIGH SCHOOL DIPLOMA

KC Beauty Academy will verify the authenticity of the student's high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide an official high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to Enrollment. For students who have completed high school in a foreign country, the student will be asked to provide a high school equivalency report along with their original high school diploma. For more information on how to obtain a high school equivalency report, please contact the school's Admission Advisor.

### GED CLASSES AVAILABILITY

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

1. Abram Friedman Occupational Center, 1646 S. Olive St. Los Angeles, California 90015  
Phone number (213)765-2573
2. Los Angeles Trade – Tech, 400 W. Washington Blvd. Los Angeles, California 90015. Mariposa Hall – MA-109 Phone Number (213)763-3754
3. Adult Secondary Education (ASE) 333, South Beaudry Ave. Los Angeles, California 90017. 18<sup>TH</sup> Floor Phone (213)241-3150

### **ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS**

KC Beauty Academy has approval to enroll non-immigrant, foreign students. KC Beauty Academy will certify a foreign student's enrollment status on an accepted student visa application. International students interested in attending KC Beauty Academy should contact the school's Admissions Office via e-mail: [admissions@kcbeautyacademy.com](mailto:admissions@kcbeautyacademy.com). Representatives are available to assist students with any questions regarding the admissions process, including questions regarding the student visa application. All students enrolled in the program must meet the admissions requirements listed above. There is no additional fee associated with international students. NOTE: In order to take the State Board licensing examination, a Social Security Number or an Individual Taxpayer Information Number must be provided.

#### **International student applicants who may qualify for admission to KC Beauty Academy are:**

- **International Students:** those who are neither American citizens nor permanent residents of the United States in possession of a current M-1 Visa.
- **Transfer Students:** those currently studying at another accredited school under an approved M-1 visa and wishing to transfer to KC Beauty Academy.
- **Change of Status Students:** those who are already in the United States on a different type of visa and who wish to change to an M-1 Visa.

### **SCHOLARSHIPS.**

KC Beauty Academy does not offer scholarships.

### **TRANSFER OF CREDITS TO KC BEAUTY ACADEMY**

This Academy has not entered into any transfer or articulation agreements with any other college or university.

### **IN-STATE PRIOR HOURS**

Prior hours will be granted to students who have trained at a California Board of Barbering and Cosmetology-approved school. KC Beauty Academy reserves the right to determine the number of clock hours accepted. Prior hours must be accepted and applied prior to signing an Enrollment Agreement. KC Beauty Academy will NOT grant hours after the Enrollment Agreement has been executed. KC Beauty Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment granting credit towards any of its certificate programs.

### **OUT OF STATE LICENSURE**

Effective January 1, 2022, the Board of Barbering and Cosmetology shall grant a license to practice to an applicant if the applicant submits all the following to the board: (a) A completed application (b) proof of a current license issued by another state to practice that meets both of the following requirements: (1) It is not revoked, suspended, or otherwise restricted (2) It is in good standings. The documents required for this process can be found on the California Board and Barbering website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

### **RE-ENROLLMENT**

Students accepted for re-enrollment into the program of study will be placed under the same satisfactory academic progress status prevailing at the time of the prior withdrawal. Students must sign a new enrollment agreement and pay the \$100.00 non-refundable registration fee. The cost of the program of study will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new changes, depending on the elapsed time between the last day of attendance and re-enrollment. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the academy.

## ACADEMY POLICIES & INFORMATION

### HYBRID – DISTANCE EDUCATION POLICY

KC Beauty Academy offers a hybrid distance education program through CIMA-Milady, which allows students enrolled to complete up to 50% of their program hours online as outlined in the enrollment agreement. The online program is asynchronous, meaning the online portion does not have set class times and you may learn on your schedule within a certain timeframe. All distance education is validated by substantive interaction on a regular interactive basis between students and instructor(s). Student's hours are recorded and automatically uploaded through CIMA Time Tracking. All practical operations must be completed on campus. A distance education assessment of student performance will be conducted on-campus by a qualified instructor at least once a month with respect to any distance education completed within the preceding month. Upon completing all curriculum requirements, the student must pass a final theory examination done on-campus with a passing grade of 75% or higher and successfully pass all practical evaluations to graduate from the program. All transcripts listing academic attainment will identify the distance education component.

Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education at KCBA may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure can be found in the student's file.

Students cannot exceed their weekly online hours, and any additional hours recorded will be removed. Students must attend practical classes each week adjacent to their online learning.

#### Hardware Requirements:

Students will need access to a computer, laptop, or tablet with internet access.

#### Operating Systems

Windows – Windows 7, 8, 8.1, 10

Macintosh – macOS 10.13, 10.12 / OS X 10.10 -10.11 (High Sierra, Sierra, Yosemite, El Capitan)

Chrome – Chrome OS

Mobile – iOS 9+, Android (see below note for browsers)

#### Browsers

Windows – Firefox versions 62 and 63, Chrome version 69 or later, Internet Explorer 11 (For Win 7, 10 only; limited functionality), Microsoft Edge 16 or later

MacOS/ OS X – Chrome version 69 or later, Safari 11 or later

iOS – Safari 10 or later. Android devices are not officially supported at this time.

### ATTENDANCE POLICY

Regular attendance and punctuality will help develop the good habits necessary for successful careers. Students must attend all classes according to their schedule indicated on their Enrollment Agreement. Attendance is verified by clock-in time and roll call. A student who is not present at roll call will not receive clock hour credit. Attendance must be maintained at an average of 70% or above of their scheduled hours of attendance. The student is expected to complete the course of study within 150% of the period of time stated in the enrollment agreement. If an absence is necessary, a student must call the school to report the absence that same day and prior to the beginning of class. The student must provide documentation for an absence, such as a doctor's note or court documents. If a student is found to be off campus for more than their allotted break time they will be clocked out for any excessive time.

If the student is **absent for 14 consecutive calendar days**, the school will withdraw him/her unless a leave of absence has been granted. The school registrar will review excessive tardiness and/or absences with the student to determine possible corrective action. Student's hours and operations once properly earned by the student will not be taken away from the student's records based on disciplinary actions by the school.

### ATTENDANCE STATUS

Full-time enrollment is defined as any student scheduled to attend 24 hours or more per week. Part-time enrollment is defined as 20 or more but less than 24 hours per week.

### TARDY POLICY

Daily attendance and punctuality are essential to the success of each student as they are preparing for excellence in their program and later in the beauty industry. All students must be clocked in before or AT the time their scheduled class start time to receive full clock hour credit for that day. Students' time begins at the minute they clock into school using the biometric time clock system. To be considered not tardy, KC Beauty Academy students must be clocked in, seated in their assigned classroom, in uniform, and ready to begin with their class work when roll call is taken at 10:15 a.m. Tardiness is considered unexcused time as it portrays unprofessional behavior. Students are given until 10:15 a.m. to be not considered tardy. Tardy students will be asked to leave until the practical

portion of their class begins after lunch, if applicable. Should the student arrive late five times or more in one month, they will be suspended for one full day.

### **LATE WORK POLICY**

If a student is not present at the time exams are given, the student will have a chance to take their missed exam **ONLY** with a serious and compelling reason for the student's absence and instructor approval. Re-exams will be given based on the instructor's discretion and announced to all students who are eligible to retake an exam. For all students who do not take an exam on the day it was given, and with no viable excuse for their absence/tardiness, 10% will be taken off from any work that is turned in late.

### **MAKE UP WORK POLICY**

Students who score below 75% on exams may request to retake the exam. The final score will be determined by taking the average of both exams.

### **MAKE UP HOURS POLICY**

Students have the opportunity to make up hours once the student has reached 75% of their scheduled time. A student cannot request make-up hours if they have not exhausted their 14-calendar grace period added to their on-time graduation date stated on their Enrollment Agreement. To request to make-up hours, the student must submit a written request and schedule a meeting with the school registrar. All students must maintain their regular scheduled hours each week. Students will be working in the student clinic.

<b>PROGRAM</b>	<b>SCHEDULED HOURS</b>
Cosmetology	750
Barbering	750
Esthetician	450
Manicuring	300
Cosmetology to Barber Crossover	150
Barber to Cosmetology Crossover	225

### **TIME CLOCK POLICY AND PROCEDURES**

KC Beauty Academy will only recognize time-clock recorded hours of attendance for all in-person classes and uses a biometric fingerprint system to ensure that students record their attendance at the start, lunch period, and end of the day. A thirty (30) minute lunch break shall be taken when a student attends 5 or more hours a day. If attending 8 hours or more, two thirty (30) minute breaks are required to be taken. At the completion of the day, the daily hours and operations earned are digitally recorded.

### **DIGITAL STUDENT RECORD OF APPLIED EFFORT**

Student records of applied efforts (referred to as credits) are an important factor in your success at KC Beauty Academy. Student's credits, reflect the student's practical and technical instruction measured in hours. An instructor records each operation digitally. However, it is also the responsibility of students to ensure the appropriate practical operations are being awarded and successfully completed by their on-time graduation date. If you are clocked in at the school, you are required to be in applied effort, meaning, you are to be engaged in assigned practical activities, self-study activities (authorized by your instructor), or participating in a class. In all cases, your activities while being clocked in must be related to training for your course of study. Personal grooming, leaving the building, reading materials not related to your training, or engaging in activities not related to your training will not be tolerated. You will be asked to stop such activity or to clock out for the remainder of the day. Continued activities unrelated to your program of study could result in your termination. **Students have access to view their credits online through the student portal. To complete the course of study, the student must complete the minimum hours as prescribed by the Board of Barbering and Cosmetology.**

### **GRADUATION REQUIREMENTS**

All students must complete the clock hour requirement and credits of their respective program and tuition accounts must be paid in full. Additionally, students must complete the board-established curriculum requirements of practice with a GPA of 75% or above. After completion of all graduation requirements, the student will be awarded a certificate and Proof of Training document certifying the successful completion of their program. For hybrid educational programs, a final examination is required in order for a student to graduate. Students are assisted in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board written examination.

## STATE BOARD EXAMINATION REQUIREMENTS AND COSTS

To be eligible to take the California Board of Barbering and Cosmetology licensing examinations, students must be at least seventeen years of age, have completed the 10<sup>th</sup> grade (or equivalent) have a Social Security number or ITIN number, and have committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit Proof of Training from an approved California school, present a valid government-issued ID, file an Application for Examination, and remit an examination fee.

EXAM	COST
Cosmetology Exam and License Fee	\$125.00
Esthetician Exam and License Fee	\$115.00
Barbering Exam and License Fee	\$125.00
Manicuring Exam and License Fee	\$110.00

## LEAVE OF ABSENCE (LOA) POLICY

Students must follow the institution's policy in requesting a Leave of Absence (LOA). Students may request a LOA for reasons not limited to illness, death in the family, or other emergency circumstances. A student must submit their LOA request in advance, in writing outlining the circumstances, duration of leave, documentation, and student's signature; unless unforeseen circumstances prevent the student from doing so. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of unforeseen circumstances. Written requests are reviewed on an individual basis and must be approved by the School Director. A denial of a LOA request may occur if the School Director determines that the request has unrealistic expectations for the return of the student. LOA request for medical purposes requires medical documentation. A LOA may not normally exceed 60 days unless an unforeseen circumstance extends a leave of absence - not to exceed 180 days in a 12-month period. A LOA may only be granted once the student has been enrolled for at least 90 days (3 months), unless mitigating circumstances exist. Students will not assess any additional charges as a result of an approved LOA. A student granted a LOA that meets this criterion is not considered to have withdrawn, and no refund calculation is required at that time. KC Beauty Academy will extend the student's contract period by the same number of days taken in the leave of absence. Upon the student's return, an addendum to the enrollment agreement will be generated and must be signed by all parties. The student's contract end period and maximum time frame will be extended by the same number of days in the leave of absence.

## FAILURE TO RETURN FROM AN APPROVED LOA

If a student does not return at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Students who fail to return to class as scheduled following a LOA will be terminated from the program. Students who have received Federal Student Loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse impact on the student's loan repayment schedule. Students will only be eligible for Federal Pell Grant while on an approved LOA. Students will not be eligible for any of their student loans while on a LOA. Federal Loan programs provide students with a grace period that delays the student obligation to begin repaying their loan debt for 6 months (180 days) from the last day of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted forcing the borrower to begin making payments immediately.

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

## UNOFFICIAL WITHDRAWAL

**If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program.** The date of withdrawal will be determined as the fourteenth (14<sup>th</sup>) day the student was absent from school. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

## **AUTOMATIC WITHDRAWAL**

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 14 consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date. Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance.
- Failure to maintain satisfactory progress for two consecutive evaluation periods.
- Failure to fulfill cash pay schedules for three consecutive months.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory Academic Progress (SAP) is the qualitative and quantitative measures used by an institution to determine the extent to which students are making adequate progress toward completion of a course of study within a specified time. KC Beauty Academy's SAP Policy applies to all enrolled students and is utilized to assess the students' progress throughout their program and measure progress in the student's attendance and academics. The policy is consistently applied to all students. Students receive notice of the institution's SAP Policy and the institution's minimum requirements prior to enrollment.

To meet Satisfactory Academic Progress, students must:

1. **Maintain a cumulative rate of attendance of 70% or above.**
2. **Maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.**
3. Complete the course within a maximum time frame of 143% of the published length of the educational program measured in clock hours. The maximum time frame for KC Beauty Academy's programs has been listed below. Students who exceed 143% of course length are considered to NOT be making satisfactory academic progress and will be terminated.

KC Beauty Academy's evaluation periods are based on the student's **scheduled** hours. Students meeting the minimum requirement for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation. Students returning from a leave of absence will have their contract period and maximum time frame extended by the same number of days taken in the leave of absence. All evaluations must be completed within seven (7) school business days following the established evaluation points. SAP Evaluations are maintained in the student file. At each evaluation period, students will be electronically informed whether they are meeting satisfactory academic progress through the student portal. Students can request to receive a hard copy of their SAP evaluation. Those students who fail to meet satisfactory progress will be notified and meet with the School Director to discuss an academic and/or attendance plan.

## **GRADING SCALE**

<b>GRADE</b>	<b>LEVEL</b>
75% - 100%	Satisfactory
0 - 74%	Unsatisfactory



## EVALUATION PERIODS

KC Beauty Academy evaluates its students' attendance and academic progress at predetermined times throughout the student's programs according to their scheduled hours. The following table represents the evaluation periods for the school's programs according to scheduled clock hours. All evaluations must be completed within seven (7) School Business Days following the established evaluation points.

<b>Program</b>	<b>1<sup>st</sup> SAP Evaluation</b>	<b>2<sup>nd</sup> SAP Evaluation</b>
Cosmetology (1000 Hours)	450 Scheduled Hours and 13 Weeks	900 Scheduled Hours and 26 Weeks
Esthetician (600 Hours) 30 hours schedule	300 Scheduled Hours and 10 Weeks	N/A
Esthetician (600 Hours) / Hybrid 19.5 hours schedule	300 Scheduled Hours and 16 Weeks	N/A
Barbering (1000 Hours) 40 hours schedule	450 Scheduled Hours and 13 Weeks	900 Scheduled Hours and 26 Weeks
Manicuring (400 Hours) 32.5 hours schedule	200 Scheduled Hours and 13 Weeks	N/A
Cosmetology to Barber Crossover (200 Hours) 27.5 hours schedule	100 Scheduled Hours and 6 Weeks	N/A
Barber to Cosmetology Crossover (300 Hours) 27.5 hours schedule	150 Scheduled Hours and 4 Weeks	N/A

## ACADEMIC YEAR

Academic year is the amount of academic work students enrolled in a course of program must complete each year and the time period in which they are expected to complete it. KC Beauty Academy's academic year for all programs is 900 hours and 26 weeks to determine Title IV eligibility. The first evaluation must occur no later than the mid-point of the academic year or the program, whichever occurs sooner.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<b>Program</b>	<b>Program Clock Hours</b>	<b>Length</b>	<b>Maximum Time Frame</b>
Cosmetology – Full Time (35 hours schedule)	1,000	29 weeks	42 weeks
Cosmetology – Part Time (27.5 hours schedule)	1,000	36 weeks	52 weeks
Cosmetology – (3 Day) Part Time (27.5 hours schedule)	1,000	48 weeks	69 weeks
Esthetician – Full Time (30 hours schedule)	600	20 weeks	29 weeks
Esthetician - Part Time (19.5 hours schedule) / Hybrid	600	31 weeks	45 weeks
Barbering - Full Time (35 hours schedule)	1,000	29 weeks	42 weeks
Manicuring – Full Time (32.5 hours schedule)	400	13 weeks	19 weeks
Barber to Cosmetology Crossover - Part Time (27.5 hours schedule)	300	11 weeks	16 weeks
Cosmetology to Barber Crossover - Part Time (27.5 hours schedule)	200	7 weeks	10 weeks

The maximum time allowed for students with previous hours, who need less than the full course requirements, will be determined based on a 70% attendance rate of the scheduled contracted hours. Students must complete the course within 143% of the course length as defined in the enrollment agreement. Students who exceed 143% of course length are considered NOT to be making satisfactory academic progress and will be terminated.

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. A student will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students who do not achieve the minimum standards are no longer eligible for Title IV program funds, if applicable unless the student is on *warning* or has prevailed upon appeal resulting in a status of *academic probation*. The institution is required to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

## **WARNING PERIOD**

Students who fail to meet minimum requirements for attendance or academic progress are placed on a warning status. The student will still be able to receive Title IV funds on warning status. The student will be advised in writing on the actions required to obtain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, the student will be determined as NOT making satisfactory academic progress and will be deemed ineligible to receive Title IV funds.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be considered not making satisfactory academic progress and are not eligible to receive Title IV funds. In order for the student to be placed on academic probation and continue to receive federal financial aid, the student **MUST APEAL** the satisfactory academic progress decision within the next 10 days and prevail upon appeal. Additionally, only students who have the ability to meet the satisfactory progress policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will be deemed ineligible to receive Title IV funds. Students will be required to bring their academic and/or attendance rates to satisfactory levels in order to have financial aid reinstated.

## **APEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation for the reasons why the determination should be reversed. The documentation should also include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on academic probation and federal financial aid will be reinstated, if applicable.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

## **TRANSFER HOURS (SAP)**

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. For transfer students, the SAP will take place at the midpoint of their program or at the institution's established evaluation periods.

## **NON-CREDIT, REMEDIAL COURSES, REPETITIONS**

Non-credit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect on the academy's satisfactory academic progress standards.



## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted due to a leave of absence, the student will return to school in the same progress status as prior to the leave. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's attendance percentage calculations. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A leave of absence and/or failure to return from a leave of absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

## **SCHOOL RULES AND REGULATIONS**

### **STUDENT CONDUCT**

In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, KC Beauty Academy has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations and will be held responsible for their actions while in attendance at KC Beauty Academy:

1. Dishonesty on the part of any student may result in probation, suspension, or termination from the Academy. Dishonesty includes, but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
2. Students will be held responsible for any theft or damage done to the institution's property and will be expected to reimburse the institution for such damages or loss.
3. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing.
4. Students may not be under the influence of or in possession of any intoxicating beverage or drug while in School.
5. Students may not be in possession of any type of weapons or create a safety hazard to others while on school property.
6. Animals are not permitted on the school grounds, with the exception of animals designated to assist the physically impaired.
7. The school does not provide childcare services. Children are not permitted in the instructional areas.
8. Students must adhere to all required health and safety standards.
9. The school is a non-smoking facility. Smoking is permitted outside of the building.
10. No use of cell phones during class time unless authorized by the instructor. Please provide your family members with the school's phone number (213) 253-9999 for emergencies.

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from KC Beauty Academy.

**NOTE:** Students are not permitted on school campus during suspension, expulsion, or appeal periods.

### **DRESS CODE AND APPEARANCE**

Students must wear appropriate attire as designated by the Academy. Professional dress is always recommended. A detailed dress code is provided during orientation.

- All students must wear solid scrubs.
- Cosmetology students must wear all black scrubs.
- Cosmetologists are required to wear their school-issued aprons during practical training.
- Esthetician students must wear all grey scrubs.
- Outerwear or jackets must be all-black with no logos.
- All students must wear their student ID tags. (ID replacement \$5.00)
- Shoes must be closed toe and heel. Crocs and slippers are not allowed.
- Heels must not be higher than 2 inches.
- Nails must be kept short and well-manicured.

Students are expected to practice good personal hygiene and maintain a clean, neat, and professional appearance at all times. Make-up, hairstyles, fingernails, and jewelry must be moderate and understated. Any student reporting to class inappropriately dressed will not be allowed to remain, and the time missed will be recorded as an absence.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **THE STUDENT HAS THE RIGHT TO ASK THE SCHOOL:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to the students who drop out?
- What financial assistance is available; including information on federal, state, local, and institutional financial aid programs?
- What procedures and deadlines are for submitting an application for each available financial aid program?
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met?
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply?
- To consider your aid package, if you believe a mistake has been made, or if our enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and series are available to the handicapped

### **IT IS THE STUDENT'S RESPONSIBILITY TO:**

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

## **SUSPENSION AND TERMINATION**

All students are expected to conduct themselves as responsible adults, attend classes regularly, and to maintain a satisfactory level of academic achievement. If a student is suspended, the student will be notified of the problem and what the student must do to correct the problem. A student may be suspended or terminated from KC Beauty Academy for any infraction or noncompliance with the academy policies, rules, and academic failure. The Academy reserve the right to suspend or dismiss any student who:

- Displays conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the academy, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to the Academy property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Refuses any clients assigned by the instructor in the student clinic(s)
- Fails to meet the school's attendance policy or standards.
- Fails to meet financial obligations to the academy.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
- Regardless of the average level of attendance, students who have more than 14 consecutive calendar days of absences, will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA

policy).

## **STUDENT GRIEVANCE PROCEDURE**

Students wishing to express a concern should use the school's internal complaint process first however it is not required that students use the internal complaint process and may contact 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 web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

1. Discuss the concern with the appropriate instructor. All discussions are to be held before, after class, or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the School Registrar. It is strongly recommended that all grievances be presented in writing; KC Beauty Academy will also accept oral grievances.
3. See the School Director, in his/her absence the School Manager, at 706 E. 1<sup>st</sup> Street. Los Angeles, CA 90012; (213)253-9999
4. Meetings will be scheduled with all pertinent parties before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the school administrative office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the school compliance coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:
  - a. The Bureau for Private Postsecondary Education, Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834; Mailing Address: P.O Box 980818, West Sacramento, Ca 95798-0818 phone (916)431-6959 or (888)370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)
  - b. National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA, 22314 Phone (703)600-7600
  - c. Board of Barbering and Cosmetology P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 445-7061

## **NO WEAPONS POLICY**

KC Beauty Academy prohibits all persons who enter its property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from KC Beauty Academy.

## **DRUG ABUSE PREVENTION PROGRAM**

KC Beauty Academy strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following contact information to its students, staff, and instructors. Any individual associated with KCBA who is seeking information counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Los Angeles Center for Alcohol and Drug Abuse  
473 East 3<sup>rd</sup> Street A&B  
Los Angeles, California 90012  
(213) 626-6411

## **CRIME AWARENESS**

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), KC Beauty Academy provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the Academy campus.

## **COPYRIGHT INFRINGEMENT POLICY**

Copyrighting is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyright infringement includes civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504,505. Will copyright infringement can also result in criminal penalties,

including imprisonment of up to five years and fines of up to \$250,000 per offense? For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

### **EMERGENCY PLAN**

The emergency preparedness plan is available to both students and staff.

### **STUDENT/EMPLOYEE FRATERNIZATION**

Employees at KC Beauty Academy are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" such conduct. Further, our employees may not entertain students or socialize with students outside the school environment. Similarly, any action or comment by an employee that invites romantic or sexual involvement with a student is considered highly unethical, is in violation of school policy, and may result in disciplinary action by KC Beauty Academy. Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; request for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides; giving or offering housing; selling or buying anything of more than nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Academy's School Director or School Manager immediately.

### **PERSONAL PROPERTY**

KC Beauty Academy assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to the institution's property.

### **FIELD TRIPS**

When appropriate, arrangements will be made for students to leave campus in order to observe their particular course of study as it applies to the real world of work. KC Beauty Academy requires students who attend field trips to use their own form of transportation. Field trips are not mandatory.

### **PREGNANCY**

Students who are pregnant at the time of enrollment must provide written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect the expected graduation date.

### **CHANGE OF SCHEDULE**

If in good standing, students may change their schedule on one occasion during their time at KC Beauty Academy from either:

1. Full-time schedule to part-time
2. Part-time schedule to full-time

### **PROGRAM AND POLICY CHANGES**

KC Beauty Academy, at its discretion, may make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving students' educational experience. KC Beauty Academy reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur; the Academy is required to make appropriate changes and will attempt to minimize the effects of any changes on current students.

### **NON-DISPARAGEMENT POLICY**

The Academy values your view on ways to improve all of the services we provide to our students. Our open-door policy is designed to provide a means to share your ideas and views with us. The quality of the experience and education obtained here is powerfully influenced by the attitude of instructors and other employees. If you are positive and confident and speak well of the quality of the education, curriculum, instruction, facilities, and administration, the environment will be positive and confident. If, on the other hand, exposure to criticism by anyone, however well-intentioned, about the quality of the education, curriculum, instruction, facilities, or

administration, their confidence and their education may be impaired. For these reasons, we expect everyone to voice concerns and constructive criticism to management directly so the problems and concerns can be addressed and rectified in a timely manner.

## **STUDENT SERVICES**

KC Beauty Academy's staff is always available to attend to the needs of the student body at KC Beauty Academy. Student services are available for students with information regarding transportation, childcare, and professional counseling services available within the community, as well as attending to any other special concerns that may arise while attending KC Beauty Academy.

## **ACCESSIBILITY FOR DISABLED STUDENTS**

Students with disabilities should contact the school Admissions Advisor for information regarding the programs and services available.

## **ADVISORY SERVICES**

Advisory services are provided to any student on career or educational needs prior to entry, upon entry, and after graduation. Outside agencies are recommended when the student needs professional assistance in areas such as childcare, transportation, housing or family, financial or legal advice. Students can make an appointment with the School Director, Financial Aid Officer or instructor of their preference to provide advisory services.

## **CAREER OPPORTUNITIES**

Graduates who receive their licenses have careers that can include: hair stylist, skin care specialist, nail technician, barber, makeup artist, salon manager or owner, salon trainer, product representative, educator, and platform artist.

## **STANDARD OCCUPATIONAL CLASSIFICATION CODES**

- 39-5091 Artists, Special Effects Makeup
- 39-5093 Assistants, Shampoo
- 25-1194 Barbering Instructors
- 39-5011 Barbers
- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
- 39-5011 Barbers, Master
- 39-5094 Estheticians, Medical
- 39-5012 Hairdressers
- 39-5012 Hairdressers, Hairstylists, and Cosmetologists
- 39-5012 Hairstylists
- 39-5091 Makeup Artists, Performance
- 39-5091 Makeup Artists, Theatrical
- 39-5091 Makeup Artists, Theatrical and Performance
- 39-5092 Nail Technicians
- 39-5094 Skincare Specialists

## **CAREER SERVICES**

KC Beauty Academy actively assists students in obtaining desirable employment in their respective fields, however, the school does not guarantee placement. Job placement assistance is provided by inviting employers to meet and speak with students, job opportunities posted to the student board, and job opportunities sent via e-mail blasts. Students may request additional counseling sessions at any time.

## **EXTERNSHIP PROGRAM**

The Externship program at KC Beauty Academy is a great opportunity for students to gain real work experience in salons throughout the greater Los Angeles area while earning clock-hour credit towards graduation. Participation in the externship program is voluntary for both students and salons.

The following are the minimum requirements that must be met before they can begin the program:

1. Student Eligibility:
  - a. Students must be in good standing with academic standards of 75% or higher and an attendance rate of 70% or higher.
  - b. Student's tuition must be current.
  - c. Students must complete a minimum of 60% of the required clock hours for graduation to participate.
2. Student Responsibility:
  - a. Students cannot accrue more than 10% of the contracted course.

- b. The extern shall not exceed 25 hours per week.
  - c. The student and institution must sign the externship information packet that is provided by the institution before either party begins to participate in the program.
  - d. The student must wear their school ID on them at all times while at the establishment where the externship is being held.
3. Salon Establishment Eligibility:
- a. The establishment must adhere to all the regulations outlined in the written agreement provided by the institution.
  - b. The establishment where the externship occurs must be licensed by the state and in good standing.
  - c. Each individual supervising students in the service facility must hold a valid CA license for the program being supervised.
  - d. The establishment must evaluate the student's performance for activities completed during the externship using the Extern Progress Report Document. A manager or supervisor must sign and document each time the student participates in the externship program in order for the student to receive hours and credits.
  - e. The service facility evaluates students with respect to their attainment of the training objectives for the externship.
  - f. Establishments must complete a certificate of attendance and training hours as related to course requirements that are completed during the externship.

Institution official must make periodic visits to a participating establishment to observe and verify these requirements are being met. Institution must recognize training hours certified by the establishment toward a student's course completion.

### **HOUSING**

KC Beauty Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. There are many housing options available for students near the institution and generally within Los Angeles. The average rent for Los Angeles County is \$2,719 per month in 2024.

### **LIBRARY AND LEARNING RESOURCES**

KC Beauty Academy maintains a library of supplemental resources for student use. Students may access the library resources, which include: laptop computers with internet access, online licensing preparation from MiladyPro, videos of practical exams for all enrolled programs, magazine publications, and books. See an instructor or staff member for permission to take books home overnight; all books must be returned to the school the following day.

### **ORIENTATION**

All new students attend orientation on the first day of class.

### **PARKING AND TRANSPORTATION**

KC Beauty Academy does not provide free parking for students. The school can be accessed by the Los Angeles metro gold line at the Little Tokyo/Arts District station located at the intersection of 1<sup>st</sup> and Alameda St.

### **TUTORING ASSISTANCE**

Staff and faculty are readily available to assist students experiencing academic difficulties. Students are encouraged to meet with their instructors to discuss any academic concerns or skill-building practices. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or School Director. If the student requires or desires assistance outside of the realm of the institution's capabilities, the school limits its responsibilities in providing assistance in finding an outside tutor.



## **FINANCIAL AID CONSUMER INFORMATION**

KC Beauty Academy is approved for and participates in the following USDE Title IV program intended to defray the cost of attending for those students eligible for financial aid consideration:

- Federal PELL Grant
- Direct Federal Stafford Loan
  - Subsidized loans (Interest earned while in school and during the grace period is covered by the USDE)
  - Unsubsidized loans (Interest earned while in school and during the grace period may be delayed until the repayment period and will be added to the loan balance)
- Federal Direct PLUS Loan (Interest earned while in school for parents of dependent undergraduate students)

## **FINANCIAL AID INFORMATION**

If you wish to apply for financial aid or you have questions, contact the financial aid office at the school. Additional information regarding students aid programs may be found on the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (EST) Monday through Friday at 1-(800) 433-3243. Internet access is also available at <http://www.fafsa.ed.gov>.

## **FINANCIAL AID MECHANISM**

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of Academy attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low-interest rates that a student must pay in accordance with the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half-time. Financial aid was awarded to students who have “need.” Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

## **NSLDS DISCLOSURE**

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

## **COMPLIANCE STATEMENT**

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

## **STUDENT ELIGIBILITY REQUIREMENTS:**

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on an FPELL Grant or FSEOG at any school
- Not be in default on a Stafford Loan/SLS/PLUS/Direct Loan at any school
- Have financial need
- Be making satisfactory progress (as defined by the school’s policy) in the course of study
- Be registered with selective service (if a male between the age of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have a high school diploma (or its equivalent) or a GED
- Agree to use any federal student aid received solely for educational purposes

## **CALIFORNIA DREAM ACT:**

KC Beauty Academy is a private institution and is not eligible to receive funding under the California “Dream Act (AB 540) which provides in-state tuition benefits for undocumented students and certain other student who attend or will attend public universities in

California. Undocumented AB540 students are not eligible for federal student aid, including Pell or other grants, government loans, and federal work-study. Federal financial aid is not available for students who are applying as non-immigrant alien international students under M-1 Visa status.

### **APPLICATION FOR AID, PROCEDURES, AND FORM**

The Free Application for Federal Student Aid (FAFSA) needs to be completed as instructed on the form. This form can be accessed and filled out online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Alternatively, an application called “my student aid” can be downloaded and FAFSA can also be filled out via this phone app. Documentation to substantiate the date entered on the form may be required by the financial aid office. Assistance in completing the form online is available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

### **DEFINITIONS RELATED TO FINANCIAL AID**

The following definitions correspond to some common financial aid terms:

**ACADEMIC YEAR:** An academic year is a period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be minimum of 13/15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A clock hour is a period of 50 to 60 minutes of supervised instruction during a 60-minute time period.

**COST OF ATTENDANCE (COA):** Institutional charges for tuition, fees, and books combined composed the cost of attendance or educational budget for an academic year or less.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV Funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible to budget their own funds and to ensure that the funds are used for education related expenses.

**EXPECTED FAMILY CONTRIBUTION (EFC):** The EFC is the application of the U.S. Congressional formula to the student’s family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student’s cost of attendance.

### **FINANCIAL AID ELIGIBILITY – CITIZEN/ELIGIBLE NON-CITIZEN**

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

- U.S Citizen
- U.S National
- U.S. permanent resident who has a I-551 or I-551C (Alien Registration receipt card)
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
- Refugee
- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa holder (T-1, T-2, T-3,etc)
- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters for the Department of Human Services showing a designation of “Victim of Human Trafficking”

### **NON-FINANCIAL AID ELIGIBILITY – NOT – ELIGIBLE**

If you are in the U.S. under one of the following conditions, you are NOT eligible for federal aid:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)
- Dream Act (AB540)

**DEPENDENT STUDENT:** A dependent student is an individual who does not meet the independent student criteria. The student is required to submit with his/her application, student and parent’s income and assets data.

**DEPENDENT:** A dependent is an individual other than the spouse who has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student’s parent(S), that individual would be a dependent of the parents(s) NOT a dependent of the student.



**INDEPENDENT STUDENT:** An independent student is an individual whose criteria would answer “yes” to any of the following questions:

- You were born before Jan. 1, 2002?
- As of today, are you married? (Separated by not divorced)
- At the beginning of the 2025 -2026 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you now have or will you have children who will receive more than half of their support from you between July 1, 2025, and June 30, 2026?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2024, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2024, did the director of an emergency shelter or transitional housing program funded by the I.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self – supporting and at risk of being homeless.
- At any time on or after July 1, 2024, did the director or a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

**PARENT(S):** For the purposes of financial aid programs, “a parent” is the mother and /or father or adoptive parents, stepparent, or legal guardian – not foster parents.

**PAYMENT PERIOD:** A payment period is defined as 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the Expected Family Contribution (EFC) from a student’s Cost of Attendance (COA).

**WITHDRAWALS:** Students are officially withdrawn on the date of notification, the date terminated by the institution, or the date the student failed to return from an approved leave of absence. The official determination date that the student is no longer enrolled in school will always be 14 calendar days from the students last date of attendance.

**RECOVERIES:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance with the terms stated in the promissory note of the student loans. If funds from the grant programs are still due from the student, those funds are repayable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may take repayment arrangements with the U.S. Department of Education within 45 days from the student’s withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date first to FPELL and then to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENTS:** A student, who attended a post-secondary institution before the enrollment at KC Beauty Academy, is required to provide a Financial Aid Transcript from each of the institutions attended within the last year or at the school’s discretion before the enrollment at this institution. Aid from other programs may be advanced to cover the first payment period.

## **VERIFICATION PROCESS**

Federal regulations 34 C.F.R. Part 668, Sub-part E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs requires schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification polices apply to all

applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS or Direct Loan applications, until completion of verification process.

### **WHO MUST BE VERIFIED**

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

### **VERIFICATION EXCLUSIONS**

Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration - Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status – Applicant arrived in the U.S. during calendar years 2018 and 2019.
- Certain spouse/ parent stats: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased or physically incapacitated, residing in a country other than the United States and cannot be contacted by normal means, or can't be located because the address is unknown and cannot be obtained by the applicant.
- Competed verifications – If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  1. Letter stating that the verification process was completed.
  2. Copy of the application data that was verified, and signed.
  3. If the student was awarded an FPELL Grant, a copy of the signed SAR/ISIR.
  4. A completed Financial Aid Transcript.
- Pacific Island residency status – Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Marian Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of the dependent student must also be citizens of one of these territories. To document the basis for this exclusion the applicable permanent mailing address.
- No funds disbursed – The applicant will not receive federal aid funds.

### **REQUIRED VERIFICATION ITEMS**

Students who were selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

### **DOCUMENTATION REQUIRED:**

Student, spouse, and / or parents (as applicable IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it) KC Beauty Academy Institutional verification document, signed by student and/or parents. Applicants shall complete the appropriate sections of the Verification Worksheet 2025-2026. There are two different worksheets: One for Dependent Students and one for Independent Students. Use the worksheet to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. **The school's financial aid officer may require/provide other appropriate forms. Other documentation may be required.**

### **TIME PERIOD FOR PROVIDING DOCUMENTATION**

Applicants must provide the required documentation within 60 days from the last day of attendance.

### **APPLICANT RESPONSIBILITIES**

To be eligible to receive Title IV Funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are corrected as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on post-secondary institutions.
- Change in dependency status
- Federal PELL Grant applicant whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculate. This

process does not apply if the change occurs due to marriage.

- **The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.**

#### **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):**

If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from date of the request. The school must advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

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

#### **INTERIM DISBURSEMENTS**

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

#### **TOLERANCES**

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

#### **NOTIFICATIONS OR RESULTS OF VERIFICATION**

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

#### **REFERRAL PROCEDURE**

The school shall forward to the Secretary of Education a referral of fraud cases.

#### **NOTICE TO THE STUDENT OF LOAN REPAYMENT OBLIGATION**

- (A) If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.
- (B) If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:
  - (i) The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - (ii) The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

#### **DISCLOSURE OF EDUCATION RECORDS – FERPA**

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

These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. A student should submit to the Financial Aid Office, a written request that identifies the records(s) the student wishes to inspect. A Financial Aid Official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Institution to amend a record should write the Institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Institution decides not to amend the record requested the Institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the Institution discloses personally identifiable information from the student's education records, except with the extent that FERPA authorizes disclosure without consent. The Institution discloses education records without a student's prior written consent under the FERPA exceptions for disclosure to Institution officials with legitimate educational interests. An Institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted as its agent to provide a service instead of using Institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, such as a disciplinary or grievance committee or assisting another Institution official in performing his or her tasks. An institutional official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution. Upon request, the institution also discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

The Institution does not release any information known as Directory Information.

### **RIGHTS OF PRIVACY & RETENTION OF STUDENT RECORDS**

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a six (6) year period. Students may request a review of their records by writing to the School Director. All such reviews will be scheduled during regular school hours under appropriate supervision. The institution retains student transcripts permanently. KC Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, reprint of Diploma, or copy of Proof of Training document. The student's financial accounts must be current prior to the institution furnishing any certificates or Proof of Training documents.

**\*Those students who do not have an SSN or ITIN will not receive a Proof of Training document, as they are not eligible for state licensure.**

## TUITION & FEES

<b>PROGRAMS COSTS</b>						
<b>Program</b>	<b>Registration Fee (Non-Refundable)</b>	<b>Tuition</b>	<b>Supplies (Non-Refundable)</b>	<b>Textbooks (Non-Refundable)</b>	<b>STRF (Non-Refundable)</b>	<b>Estimated Total Charges for the Current Period of Attendance and the Entire Educational Program</b>
<b>Cosmetology</b> SOC CODE 39.5012 CIP CODE 12.0401	\$100.00	\$13,000.00	\$1,750.00	\$400.00	\$0.00	<b>\$15,250.00</b>
<b>Barbering</b> SOC CODE 39.5011 CIP CODE 12.0402	\$100.00	\$10,500.00	\$1,500.00	\$350.00	\$0.00	<b>\$12,450.00</b>
<b>Esthetician</b> SOC CODE 39.5094 CIP CODE 12.0409	\$100.00	\$10,000.00	\$1,750.00	\$375.00	\$0.00	<b>\$12,225.00</b>
<b>Esthetician - HYBRID</b> SOC CODE 39.5094 CIP CODE 12.0409	\$100.00	\$10,000.00	\$1,750.00	\$450.00	\$0.00	<b>\$12,300.00</b>
<b>Manicuring</b> SOC CODE 39.5092 CIP CODE 12.0410	\$100.00	\$4,000.00	\$600.00	\$300.00	\$0.00	<b>\$5,000.00</b>
<b>Barber to Cosmetology Crossover</b> SOC CODE 39.5012 CIP CODE 12.0401	\$100.00	\$3,450.00	\$500.00	\$400.00	\$0.00	<b>\$4,450.00</b>
<b>Cosmetology to Barber Crossover</b> SOC CODE 39.5011 CIP CODE 12.0402	\$100.00	\$2,100.00	\$500.00	\$350.00	\$0.00	<b>\$3,050.00</b>

\*Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be (\$0.00) per (\$1,000) of institutional charges

## **KC BEAUTY ACADEMY FINANCING**

KC Beauty Academy offers its students financing options to pay for their program in monthly installments with zero (0%) interest. We offer monthly payment plans for students to pay the tuition cost in full.

## **TEXTBOOKS**

Currently used textbook editions and ISBN numbers are provided below:

### **Cosmetology and Barber to Cosmetology Crossover**

Milady Standard Cosmetology, 14<sup>th</sup> Edition

Textbook – ISBN 9780357871492

Workbook – ISBN 9780357378922

Exam Review – ISBN 9780357379103

### **Barbering and Cosmetology to Barber Crossover**

Milady Standard Barbering, 6<sup>th</sup> Edition

Textbook – ISBN-13: 978130510058

Student Workbook – ISBN-13: 978130510064

### **Esthetician**

Milady Standard Esthetics: Fundamentals, 12<sup>th</sup> Edition

Esthetics Fundamentals and Foundations Textbook Package – ISBN: 9780357263792

Foundations Workbook – ISBN: 9781337095273

Esthetics Workbook – ISBN: 9781337095044

CIMA – ISBN: 9780357875049

### **Manicuring**

Milady Standard Nail Technology, 7<sup>th</sup> Edition

Textbook – ISBN-13: 9781285080475

Student Workbook – ISBN-13: 9781285080512

## **EXTRA INSTRUCTIONAL CHARGES**

Students are expected to complete their training within the specified time frame as outlined in their Enrollment Agreement. The school has reserved space, equipment and licensed instructors for each student and course/program. If a student exceeds the on-time graduation date as stated on the Enrollment Agreement, an extra instructional charge will be made for the balance of hours required for the completion of the course at the rate of \$10.00 per remaining clock hour. Students will not be allowed to clock in until applicable fees are paid in advance. This charge is not covered through any form of Federal Financial Aid. At the time the student exceeds his/her original Enrollment Agreement, an addendum will be made to reflect the hours needed to complete the program and the additional charges.

## **TRANSCRIPTS**

We retain student's transcripts permanently. KC Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, reprint of Diploma, or copy of Proof of Training document. The student's financial accounts must be current prior to the institution furnishing any certificates or Proof of Training documents.

## **METHODS OF PAYMENT**

Upon enrollment, the tuition and fees are due and payable in full. However, payment plans may be devised by the school wherein the balance can be paid in monthly installments until tuition is paid in full. KC Beauty Academy accepts cash, checks, money orders, and credit cards for payment on all tuition-related fees. **All credit card transactions will incur a 3% transaction fee. Payments made per the student's payment schedule are due by the 10<sup>th</sup> of each month. Late payments are subject to a \$10.00 fee. Checks that are returned for non-sufficient funds will be assessed a \$25.00 processing fee.** Federal Student aid is available for those who qualify to cover educational expenses. Financial aid may be in the form of a Grant (no repayment required) or student loans. It is also our policy to discourage students from borrowing loan funds unless necessary. Due to sanitary reasons the equipment once issued and accepted by the student, is no longer returnable to the school for any reason. The kit contents become the responsibility and property of the student.

**NOTICE: Should the student complete the program earlier than the estimated timeframes stated in the contract, the student's financial aid package may be recalculated, which may result in liabilities owed by the student and/or institution if applicable.**

## **CANCELLATION AND REFUND POLICY**

*MANDATED BY THE STATE OF CALIFORNIA*

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

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh calendar day after enrollment (seven calendar days from the date when the enrollment agreement was signed), whichever is later. However, the registration fee of \$100.00 is non-refundable. The notice of cancellation shall be in writing and submitted directly to the School Director, a withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including but not necessarily limited to the student's lack of attendance.

### **REFUND POLICY**

After the cancellation period, the institution provides a prorated refund to students who have completed 60% or less of the program's scheduled hours, less the cost of the registration fee of \$100.00, equipment received, or any other non-refundable fees such as late charges or transaction fees. Students who have completed more than 60% of their program's scheduled hours are not eligible for a refund. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$100.00 is a non-refundable item. Late fees and transaction fees, if incurred by the student during their program, are also considered non-refundable items. Supplies and textbooks once received by the student are considered non-refundable and will represent a liability to the student.

If the student cancels the agreement within the cancellation period, the school will refund any money paid, less the \$100.00 registration fee, equipment received, and any other non-refundable fees. If the student withdraws from the school after the cancellation period, the refund policy above will apply. If the amount that the student has paid is more than the amount owed for the time attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that the student owes is more than the amount already paid, an arrangement with the institution will be made to pay the remaining balance. Note: Proof of Training document, will not be released until all monies owed to the school are paid.

### **DETERMINATION OF WITHDRAWAL FROM SCHOOL**

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

The date you notify the **School Director** of your intent to withdraw. Only the School Director would be authorized to accept a notification of your intent to withdraw.

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

The date you fail to attend classes for a two-week (14 consecutive calendar days) and fail to inform the school that you are not withdrawing.

The date you failed to returned as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

### **COURSE CANCELLATION**

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

### **SCHOOL CLOSURE**

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



## **FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS**

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the state to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the Academy and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

## **RETURN OF TITLE IV (R2T4)**

Special to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG, Teach Grants, Iraq and Afghanistan Service Grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/ or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

**Sample Calculation**, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student, defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If any refunds are due based on the Return of Title IV calculations or based on the institutional refund policy calculations, any refunds will be made as soon as possible but no later than 45 days from the determination of the withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refund is, 1) Unsubsidized Direct Loans (other than Direct Plus Loan), 2) Subsidized Direct Loans, 3) Federal Pell Grant, 4) FSEOG, 5) Teach Grants, 6) Iraq and Afghanistan Services Grants, 7) Other. This order would apply in accordance with the aid programs available at the institution.

## **STUDENT TUITION RECOVERY FUND (STRF): CCR §76215(A)**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.



4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at **KC BEAUTY ACADEMY** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in (**Cosmetology, Barbering, Esthetician, Manicuring, Barber to Cosmetology Crossover, Cosmetology to Barber Crossover**), is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution you are transferring. For this reason, you should make certain that your attendance at this institution will meet your educational goal. This may include contacting an institution to which you may seek to transfer after attending **KC BEAUTY ACADEMY** to determine if your credits or certificate will transfer.

# COSMETOLOGY PROGRAM

## 1,000 CLOCK HOURS

**Full-Time: 29 weeks, 7 months**

**(5 Day) Part-Time: 36 weeks, 9 months**

**(3 Day) Part-Time: 48 weeks, 12 months**

CIP CODE 12.0401

SOC # 39-5012.00

### PROGRAM DESCRIPTION

Cosmetology is a 1,000-clock-hour program that includes classroom instruction and supervised practice of job-related skills, which includes the study of the related subjects, such as health and safety, board-approved health & safety course, disinfection and sanitation, chemical hair services, hairstyling services, skin care, hair removal, lash, and brow beautification. The program also includes the study of related subjects, such as bacteriology, anatomy, chemistry, and health; and uses the Milady Curriculum and Board Approved Health & Safety Course including instruction on hazardous substances, basic laws, physical, and sexual assault awareness. The plan of study is the union of art and design, as well as the most innovative techniques used in the industry.

### PROGRAM FORMAT

The curriculum for a student enrolled in the Cosmetology program consists of 1,000 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Classes are held in English only.

### EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system following the state-mandated cosmetology curriculum that prepares students to pass the state Board of Barbering and Cosmetology written exam and gain employment within the chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

### GRADING

Students must maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.

### PROGRAM OBJECTIVES

1. To educate students in the principles and practices of the profession of Cosmetology so that they can successfully complete the written examination by the Board of Barbering and Cosmetology and obtain their cosmetology license.
2. To develop habits of good workmanship and orderly performance of various tasks in the Cosmetology profession.
3. To develop habits of correct performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
4. To learn how to properly select, care for, and use commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
7. To assess the effectiveness of education course completion, licensure, and employment.

COSMETOLOGY (1,000 HOURS)	Minimum Required Hours
<b>Health and Safety:</b> Includes instruction on hazardous substances, chemical safety, safety data sheets, protecting from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	150
<b>Board Approved Health &amp; Safety Course:</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	

<b>Disinfection and Sanitation:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	150
<b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
<b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
<b>Skin Care:</b> Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150
<b>Hair Removal and Lash and Brow Beautification:</b> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing of superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of laser or light waves, which are commonly known as rays.	50
<b>Manicure and Pedicure:</b> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush – ons, dip, tips, wraps, and repairs.	100
<b>TOTAL HOURS NEEDED: 1,000</b>	<b>1,000</b>

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER**

Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

**NOTE:** Effective January 1, 2022, the Service of lash and brow tinting is approved in the scope of Cosmetology

**Effective: January 1, 2022, the services below have been approved in the scope of:**

**Licensed Cosmetologists can perform Dermaplaning.** Licensees should ensure that they are fully trained prior to performing this service to ensure the safety of the consumer.

## ESTHETICIAN PROGRAM

### 600 CLOCK HOURS

**Full-Time: 20 weeks, 5 months**

**Part-Time: 31 weeks, 8 months**

**Hybrid: 20 – 31 weeks**

CIP CODE 12.0409

SOC # 39-5094

**DISTANCE EDUCATION:** Students in the hybrid program complete 300 hours (50%) of the program online.

### PROGRAM DESCRIPTION

The Esthetician program consists of 600 – clock hour program that includes classroom instruction and supervised practice of job – related, skills, which includes the study of related subjects, such as health and safety, board-approved health & safety course, disinfection and sanitation, the practice of skin care all or any combination of the following practices: Giving facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, hands, arms, feet, legs, or upper part of the human body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics or creams for purpose of improving the appearance or well-being of the skin that do not result in the ablation or destruction of the living tissue. Tinting and perming of the eyelashes and brows, or applying eyelashes to any person. Removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemical, or waxing.

### PROGRAM FORMAT

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operations means actual performance by the student of a complete service on another person or mannequin. Classes are held in English only.

### EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system following the state-mandated Skin Care Curriculum that prepares students to pass the state Board of Barbering and Cosmetology written exam and gain employment within the chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

### GRADING

Students must maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.

### PROGRAM OBJECTIVES

1. To educate and train students in the principles and practices of the profession of Esthetics so that they can successfully complete the written examination by the Board of Barbering and Cosmetology and obtain their Esthetician license.
2. To develop habits of good workmanship and orderly performance of various tasks of the esthetic profession.
3. To develop habits of correct performance of skin care in the interest of safety and hygiene for oneself and for others.
4. To learn properly, select, care for, and use commercial and professional products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of esthetics.
7. To assess the effectiveness of education course completions, licensure, and employment.

ESTHETICIAN (600 HOURS)	Minimum Required Hours
<b>Health and Safety:</b> Includes instruction on hazardous substances, chemical safety, safety data sheets, protecting from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. <b>Board Approved Health and Safety Course:</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100

<b>Disinfection and Sanitation:</b> Includes instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
<b>Skin Care:</b> Which includes chemical and manual facials and massaging, stimulating, exfoliating, cleaning, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350
<b>Hair Removal and Lash and Brow Beautification:</b> Which includes tinting and perming eyelashes and brow and applying eyelashes to any person including removing superfluous hair from the body of any person by use depilatories, tweezers, sugaring, nonprescription chemicals, or waxing or by the use of devices and appliance of any kind or description, except by the use of laser or light waves, which are commonly known as rays.	50
<b>TOTAL HOURS NEEDED: 600</b>	<b>600</b>

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER**

Salon management, communication skills that include professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk, and reception.

**Effective: January 1, 2022, the services below have been approved in the scope of:**

**Licensed Estheticians can perform lash perms/brow lamination.** Licensees should ensure that they are fully trained prior to performing this service to ensure the safety of the consumer.

**Licensed Estheticians can perform dermaplaning.** Licensees should ensure that they are fully trained prior to performing this service to ensure the safety of the consumer.

## BARBERING PROGRAM

### 1,000 CLOCK HOURS

Full-Time: 29 weeks, 7 months

CIP CODE 12.0402

SOC # 39-5011

### PROGRAM DESCRIPTION

The curriculum includes a total of 1,000-hour program that includes classroom instruction and supervised practice of job-related skills, which includes the study of related subjects, such as health and safety, board approved health & safety course, disinfection and sanitation, chemical hair services, hairstyling services, shaving, and trimming of the beard. The program also includes the study of the related subjects, such as bacteriology, anatomy, chemistry, and health; and uses the Milady Curriculum and Board Approved Health & Safety Course including instruction on hazardous substances, basic labor laws, physical, and sexual assault awareness. The plan of study is the union of art and design, as well as the most innovative techniques used in the industry.

### PROGRAM FORMAT

The curriculum for students enrolled in the Barbering program consist of 1,000-clock hours of technical instruction and practical operations. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations means actual performance by the student of a complete service of another person or mannequin. Classes are held in English only.

### EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system following the state mandated Barbering curriculum that prepares students to pass the State Board of Barbering and Cosmetology written examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

### GRADING

Students must maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.

### PROGRAM OBJECTIVES

1. To educate and students in the principles and practices of the profession of Barbering so that they can successfully complete the written examination by the State Board of Barbering and Cosmetology and obtain their barbering license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Barbering profession.
3. To develop habits of correct performance of Barbering in the interest of safety and hygiene for oneself and for others.
4. To learn properly how to select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Barbering.
7. To assess the effectiveness of education course completion, licensure, and employment.

BARBERING (1,000 HOURS)	Minimum Required Hours
<b>Health and Safety:</b> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
<b>Board Approved Health &amp; Safety Course:</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
<b>Disinfection and Sanitation:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	200
<b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand test, safety precautions, formula mixing and use of dye removers.	200
<b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair	300

cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	
<b>Shaving and Trimming of the Beard:</b> Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
<b>TOTAL HOURS NEEDED: 1,000</b>	<b>1,000</b>

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER**

Salon management, communication skills that include professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

## MANICURING PROGRAM

### 400 CLOCK HOURS

Full-Time: 13 weeks, 3 months

CIP CODE 12.0410

SOC # 39-5092

### PROGRAM DESCRIPTION

The Manicuring program consists of 400 clock hour program that includes classroom instruction and supervised practice of job – related skills, which includes the study of the related subjects, such as health and safety, disinfection, and sanitation. Nail care, water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.

### PROGRAM FORMAT

The curriculum for students enrolled in the nail care program consist of 400 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operations means actual performance by the student of complete service on another person or mannequin hand. Classes are held in English only.

### EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system following the state mandated nail care curriculum that prepares students to pass the state board of barbering and cosmetology written exam and gain employment within the chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

### GRADING

Students must maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.

### PROGRAM OBJECTIVES

1. To educate and train students in the principles and practices of the profession of Manicuring so that they can successfully complete the written examination by the Board of Barbering and Cosmetology and obtain their Nail Technician license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Manicuring profession.
3. To develop habits of correct performance of Nail Care in the interest of safety and hygiene for oneself and for others.
4. To learn how to properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Nail Technology.
7. To assess the effectiveness of education course completion, licensure, and employment.

MANICURING (400 HOURS)	Minimum Required Hours
<b>Health and Safety:</b> Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
<b>Disinfection and Sanitation:</b> Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	150
<b>Manicuring and Pedicuring:</b> Includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.	150
<b>TOTAL HOURS NEEDED: 400</b>	<b>400</b>

### ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER

Salon management, communication skills that include professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.



## **BARBER TO COSMETOLOGY CROSSOVER PROGRAM**

### **300 CLOCK HOURS**

**Part-Time: 11 weeks, 3 months**

CIP CODE 12.0401

SOC # 39-5012

### **PROGRAM DISCRPTION**

This 300 hour course is desinged for the applicant who has completed the California 1,000 clock hour Barbering Course and/holds a California Barbering License. The curriculum for the cross-over program includes technical and practical instruction.

### **PROGRAM FORMAT**

The curriculum for students enrolled in Barber to Cosmetology crossover program consist of a three hundred (300) clock hours program that includes classroom instruction and supervised practice of job-related skills, which includes the study of the related subjects, such as skin care, nail care, hair removal, lash, and brow beautification. Classes are held in English only.

### **EDUCATIONAL GOALS**

Our primary goals are to provide a quality educational system following the state mandated Cosmetology curriculum that prepares students to pass the State Board of Barbering and Cosmetology written examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

### **GRADING**

Students must maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.

### **PROGRAM OBJECTIVES**

1. To educate and train students in the principles and practices of the profession of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Cosmetology profession.
3. To develop habits of correct performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
4. To learn properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
7. To assess the effectiveness of education course completion, licensure, and employment.

<b>BARBER TO COSMETOLOGY CROSSOVER (300 HOURS)</b>	<b>Minimum Required Hours</b>
<b>Skin Care:</b> Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150
<b>Hair Removal and Lash and Brow Beautification:</b> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing of superfluous hair from the body of any person by use of devices and appliances of any kind or description, except by the use of laser or light waves, which are commonly known as rays.	50
<b>Manicure and Pedicure:</b> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush – ons, dip, tips ,wraps, and repairs.	100
<b>TOTAL HOURS NEEDED: 300</b>	<b>300</b>

### **ADDITIONAL TRANING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER**

Salon management, communication skills that include professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

**NOTE:** Effective January 1, 2022, the Service of lash and brow tinting is approved in the scope of Cosmetology; however, according to the U.S Food and Drug Administration (FDA) ([www.fda.gov](http://www.fda.gov)), **there is still no product that has been approved to tint or dye lashes or brows.**

**Effective: January 1, 2022 the services below have been approved in the scope of: Licensed Cosmetologist can perform Dermaplaning.** Licensees should ensure that they are fully trained prior to performing this service to ensure the safety of the consumer.

## **COSMETOLOGY TO BARBER CROSSOVER PROGRAM 200 CLOCK HOURS**

**Part-Time: 7 weeks, 2 months**

CIP CODE 12.0402

SOC # 39-5011

### **PROGRAM DISCRIPTION**

This 200 clock hour course is desinged for the applicant who has completed the California 1,000 clock hour Cosmetology Course and/holds a California Cosmetology License. The curriculum for the cross-over program include technical and practical instruction.

### **PROGRAM FORMAT**

The curriculum for students enrolled in the Cosmetology to Barber Crossover program consist of two hundred (200) clock hours of technical and practical instruction. The curriculum for the crossover program include technical and practical instruction in the following areas: Shaving and trimming of the beard, which includes preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

### **EDUCATIONAL GOALS**

Our primary goals are to provide a quality educational system following the state mandated Barbering curriculum that prepares students to pass the State Board of Barbering and Cosmetology written examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

### **GRADING**

Students must maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.

### **PROGRAM OBJECTIVES**

1. To educate and train students in the principles and practices of the profession of Barbering so that they can successfully complete the written examination by the State Board of Barbering and Cosmetology and obtain their Barbering license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Barbering profession.
3. To develop habits of correct performance of Barbering in the interest of safety and hygiene for oneself and for others.
4. To learn properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of barbering.
7. To assess the effectiveness of education course completion, licensure, and employment.

<b>COSMETOLOGY TO BARBER CROSSOVER (200 HOURS)</b>	<b>Minimum Required Hours</b>
<b>Shaving and Trimming of the Beard:</b> which includes preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
<b>TOTAL HOURS NEEDED: 200</b>	<b>200</b>

## **ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER**

Salon management, communication skills that include professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception.

## **FACULTY AND STAFF**

Each faculty member at KC Beauty Academy is dedicated to the success of our enrolled students. Instructional staff members possess current state licenses and represent years of experience and expertise in their particular field. Instructors are required to have a minimum of three years of experience in their respective fields per California state law. The maximum student-to-instructor ratio is 30:1. The following are the faculty and staff at KC Beauty Academy who dedicate their time and effort to create a learning environment where our students can grow and flourish in the beauty industry:

## **OWNERSHIP**

KC Beauty Academy is owned by Glenn Koach

## **ADMINISTRATIVE STAFF**

Glenn Koach – Chief Executive Officer  
Jenny Duenas – School Director  
Yuko Koach – Artistic Director  
Jezabel Velazquez – Financial Aid Officer  
Rino Koach – Admission Director  
Evelyn Munoz – Clinic Receptionist  
Vianney Miranda-Cueva – Clinic Receptionist  
Mariela Reyes - Clinic Receptionist

## **FACULTY**

### **COSMETOLOGY PROGRAM**

Jenny Duenas – Licensed Cosmetologist with over 20 years of experience in the field.  
Joshua Pena – Licensed Cosmetology with over 18 years of experience in the field.

### **ESTHETICIAN PROGRAM**

Julia Mendoza – Licensed Esthetician with over 17 years of experience in the field.

### **SUBSTITUTE INSTRUCTORS**

Yuko Koach – Licensed Cosmetologist with over 20 years of experience in the field.  
Jenny Duenas – Licensed Cosmetologist with over 20 years of experience in the field.  
Akane Kambayashi – Licenced Cosmetologist with over 6 years of experience in the field.

## NACCAS ANNUAL REPORT INFORMATION

### ALL PROGRAMS OFFERED: REPORT YEAR – 2023

Number of exempt students from the 2023 Annual Report:	8
Item 1 - Number of students scheduled to graduate	82
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	73
Item 3 - Number of students from Item 2 who are eligible for employment	59
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	41
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	65
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	59
Item 7 - Length of longest NACCAS approved program taught in 2022 or 2023 (P/T or F/T) in weeks	48
Item 8 – The total # of students who started training between September 1, 2023, to August 31, 2024	57
Graduation Rate <sup>1</sup>	89.02%
Placement Rate	69.49%
Licensure Rate	90.77%

### PROGRAM SPECIFIC SUMMARY: REPORT YEAR – 2023

Program Category: 12.04 Cosmetology and Related Personal Grooming

Graduation Rate	89.02%
Placement Rate	69.49%
Licensure Rate	90.77%

**ACKNOWLEDGMENT OF DISCLOSURES RECEIVED**

**KC BEAUTY ACADEMY**

706 EAST 1ST STREET - LOS ANGELES, CA 90012

**Student Name:** \_\_\_\_\_

**Student Key No.** \_\_\_\_\_

**I certify that I have received the disclosures indicated below, prior to my enrollment and signing the enrollment agreement. (STUDENT IS TO INITIAL EACH APPLICABLE ITEM THAT IS UNDERSTOOD AND THAT HAS TAKEN PLACE)**

- \_\_\_ Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.
- \_\_\_ The most recent NACCAS Annual Report Information and BPPE School Performance Fact Sheet outlines the school's graduation, placement, and licensure rates.
- \_\_\_ An electronic copy of the School's Catalog can be accessed via <https://kcbeautyacademy.com/consumer-information/>
- \_\_\_ An electronic copy of the BBC Health and Safety Student Book
- \_\_\_ An electronic copy of the BBC Act Laws and Regulations
- \_\_\_ I confirm that prior to my enrollment, I physically visited the school, and I had the opportunity to observe classes and other instruction; talk with students and instructors, and tour the facility.
- \_\_\_ I provided a copy of my high school diploma or its equivalency.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

**I certify that I have received the disclosures indicated below, at the time of my actual enrollment and signing of my enrollment agreement.**

- \_\_\_ I have received a completed copy of the enrollment agreement/contract, indicating all school charges and terms of payment to meet the cost of the course of study.
- \_\_\_ (If applicable), I have applied for a student loan. I have been advised of my obligation to repay any Federal student loan that I could receive.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

**I certify that I have received the disclosures indicated below prior to the first day of class.**

- \_\_\_ Satisfactory Progress Policy
- \_\_\_ Course outline for my course of study
- \_\_\_ Licensing requirements for the State Board of Barbering and Cosmetology
- \_\_\_ Physical requirements of the industry

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institutional Representative

\_\_\_\_\_  
Date