



KC BEAUTY ACADEMY

SCHOOL CATALOG

January 1, 2026 – December 31, 2026

Revised: March 5, 2026

706 E. 1st Street, Los Angeles, CA 90012

Phone: (213) 253-9999 | www.kcbeautyacademy.com

ACCREDITED BY THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)

**APPROVED TO OPERATE BY THE CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
(BPPE)**

Disclaimer: We reserve the right to make changes and modifications as needed. Paper copies are available upon request.

TABLE OF CONTENTS

Mission Statement.....	5
Approvals & Accreditation	5
Licensing & Accrediting Agencies	6
History & Ownership	7
Bankruptcy Disclosure	7
Facility	8
Health & Physical Considerations	8
Pre-Enrollment Disclosure: Prerequisites & Employment Factors.....	9
Statement of Non-Discrimination	9
Academic Calendar	10
Holidays & Closures	10
Class Start Dates.....	10
Campus Hours.....	11
Orientation	11
Constitution Day	11
Admissions Policies & Procedures	12
Admission Requirements.....	12
International Student Admissions.....	12
Transfer of Credit / Prior Training Policy	13
Prior Experiential Learning	13
Articulation Agreements	13
Re-Entry Policy	14
CA Board of Barbering & Cosmetology Licensing Requirements.....	14
Pre-Enrollment Statistical Disclosure	14
Academic Policies	15
Hybrid – Distance Education Policy	15
Attendance Policy	16
Tardy Policy	17
Grading Policy	17
Late Work & Exam Retake Policy	17
Make-Up Hours Policy.....	18
Attendance Timekeeping Policy	18
Graduation Requirements	18
Course Outlines.....	19
Cosmetology Program – 1,000 Hours	19
Esthetician Program – 600 Hours	21
Barbering Program – 1,000 Hours	23

Manicuring Program – 400 Hours 25

Barber to Cosmetology Crossover – 300 Hours 27

Cosmetology to Barber Crossover – 200 Hours 29

Institutional Charges 31

 Verification of Student Identity – Distance Education 31

 KC Beauty Academy Financing 32

 Method of Payment 32

 Collections Policy 32

 Extra Instructional Charges 32

 Scholarships 32

 Student Tuition Recovery Fund (STRF) 32

Leave of Absence (LOA) Policy 34

 Requesting a LOA 34

 Failure to Return from an Approved LOA 34

Cancellation, Withdrawal & Refund Policy 35

 Student’s Right to Cancel 35

 Refund Policy: 35

 Determination of Withdrawal from School: 36

 Refund Calculation After Withdrawal 36

 Return of Title IV (R2T4) 37

Satisfactory Academic Progress (SAP) Policy 38

 SAP Requirements 38

 Evaluation Periods 38

 Academic Year 38

 Maximum Time Frame 39

 Determination of Progress Status 39

 Warning Period 39

 Probation 39

 Appeal Procedure 39

 Re-Establishment of SAP 40

 Transfer Hours 40

 Non-Credit, Remedial Courses, Repetitions 40

 Interruptions, Incompletes, Withdrawals 40

Financial Aid 41

 How to Apply 41

 Eligibility 41

 Financial Aid Disbursements 41

 FSEOG 41

 Student Loan Information 41

 Verification 42

 Credit Balance 42

Student Consumer Information	42
FERPA – Disclosure of Education Records	42
Rights of Privacy & Retention of Student Records.....	42
Performance Statistics – NACCAS Annual Report	42
BPPE School Performance Fact Sheet.....	43
Student Diversity Information	43
Professional Licensure Disclosure (34 CFR §668.43(a)(5)(v))	43
Campus Safety & Security.....	43
Copyright Infringement Policy.....	43
Student Grievance Procedure	44
Informal Resolution.....	44
Formal Grievance Process	44
External Complaint Resources	44
Student Rights	44
School Standards & Policies	45
Student Conduct	45
Dress Code & Professional Image	45
Suspension & Termination	45
No Weapons Policy	46
Drug Abuse Prevention Program	46
Emergency Plan	46
Student & Employee Fraternalization Policy	46
Other School Policies	46
Student Services	47
Reasonable Accommodations for Disabled Individuals	47
Advisory Services	47
Career Opportunities	47
Career Services	47
Externship Program.....	47
Housing Information	48
Library & Learning Resources	48
Parking & Transportation.....	48
Tutoring Assistance	48
Faculty & Administration	49

Mission Statement

The mission of KC Beauty Academy is to provide students with 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 equipped to work effectively in the beauty industry. To achieve this objective, KC Beauty Academy:

- Maintains a highly skilled and qualified teaching staff.
- Offers students a comprehensive curriculum covering foundational aspects of beauty industry-related careers, emphasizing salon techniques and contemporary trends.
- Instills the importance of professionalism and business skills, enabling students to secure entry-level employment and become valuable assets in the salon or spa of their choice.
- Conducts its operations in an ethical and educational environment recognized within the beauty industry.

Approvals & Accreditation

KC Beauty Academy is a private institution. It is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

This catalog is updated annually. Changes in educational programs, services, procedures, or policies required to be included in the catalog may be reflected through supplements or inserts accompanying the catalog. This catalog is available to prospective students and any interested person at no charge: (1) at the school's physical campus at 706 E. 1st Street, Los Angeles, CA 90012; (2) on the school's website at www.kcbeautyacademy.com; and (3) by request by contacting the Admissions Office at (213) 253-9999. A copy is provided to each applicant before signing an enrollment agreement.

Bureau for Private Postsecondary Education (BPPE)	1747 N. Market Blvd, Ste 225, Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov Toll-Free: (888) 370-7589 Fax: (916) 263-1897
CA Board of Barbering & Cosmetology (BBC)	P.O. Box 944226, Sacramento, CA 94244-2260 www.barbercosmo.ca.gov (800) 952-5210
NACCAS (Accrediting Agency)	3015 Colvin Street, Alexandria, VA 22314 www.naccas.org (703) 600-7600 Fax: (703) 379-2200

U.S. Dept. of Education (Title IV)	Authorized to participate in Federal Pell Grant, FSEOG, Iraq & Afghanistan Service Grant, and Federal Student Loans. School Code: 042804
SEVP (International Students)	KC Beauty Academy is an SEVP-certified school eligible to enroll M-1 students.

The following programs are approved:

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

NOTE: Barbering (1,000 hours) and Cosmetology to Barber Crossover (200 hours) are approved but not currently offered.

Accreditation Statement

KC Beauty Academy is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via distance education. KCBA does not offer unaccredited degree programs.

Licensing & Accrediting Agencies

The following agencies license and accredit KC Beauty Academy. Students or members of the public with questions or complaints regarding this institution may contact these agencies directly:

Approving/Licensing Agency (State):

Bureau for Private Postsecondary Education (BPPE)
 1747 N. Market Blvd., Ste 225, Sacramento, CA 95834 | P.O. Box 980818, West Sacramento, CA 95798-0818
 Phone: (888) 370-7589 | Fax: (916) 263-1897 | www.bppe.ca.gov

Licensing Agency (State — Cosmetology and Barbering Programs):

California Board of Barbering & Cosmetology (BBC)
 P.O. Box 944226, Sacramento, CA 94244-2260
 Phone: (800) 952-5210 | www.barbercosmo.ca.gov

Accrediting Agency (National):

National Accrediting Commission of Career Arts & Sciences (NACCAS)
 3015 Colvin Street, Alexandria, VA 22314
 Phone: (703) 600-7600 | Fax: (703) 379-2200 | www.naccas.org

Owner: Glenn Koach, Owner/CEO, KC Beauty Academy, 706 E. 1st Street, Los Angeles, CA 90012

History & Ownership

Yuko T. Koach, a licensed Cosmetologist and Union 706 member for over 20 years, founded KC Beauty Academy in September 2014. KC Beauty Academy is family-owned and operated by Glenn Koach (Owner/CEO). The Academy is committed to providing students with the support and motivation needed to prepare aspiring creatives to become licensed professionals. Located in downtown Los Angeles, KCBA fosters a diverse environment and encourages self-expression.

Bankruptcy Disclosure

KC Beauty Academy does not have a pending petition in bankruptcy and is not operating as a debtor in possession. The Academy has not filed a petition within the preceding five years, nor has a petition in bankruptcy been 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.).

Facility

KC Beauty Academy's campus is located in Downtown Los Angeles and occupies 3,109 square feet at 706 E. 1st Street, Los Angeles, CA 90012. The facility includes a reception area, administrative offices, dispensary, theory classroom, practical classroom, student clinic, and break room. All facilities comply with federal, state, and local ordinances including fire safety, building safety, ADA accessibility, and health requirements.

Board-Required Equipment

The institution maintains all equipment required for a Board-approved school of cosmetology and barbering

- Hairstyling/barber chairs (15)
- Shampoo bowls (5)
- Dryers (6)
- Mannequins with full head of hair (10)
- Manicure stations (6)
- Facial chairs/couches (2)
- Time scanner (1)
- Towel steamer (1)
- Thermal hair straightening equipment: non-electric combs (3), stove for non-electric combs (1), electric curling iron (1), non-electric curling irons — at least two sizes (3), stove for non-electric curling irons (1)
- Electrical equipment for skin care and electrical facials

Additional Equipment

Beyond the statutory minimums, the school also maintains the following equipment to support instruction across all programs:

- Microdermabrasion machines (2)
- High Frequency Machines
- Ultrasonic Spatulas
- LED light therapy units
- Magnifying Lamps
- Waxing pots/warmers
- Hot towel warmers
- Facial steamers
- Infrared color hair processors
- Pedicure chairs (2)
- Portable/hooded dryers

Access for students with disabilities is available throughout the facility.

Health & Physical Considerations

At KC Beauty Academy, we strive to create a learning environment that reflects the standards and pace of real-world salon and spa settings. Students are expected to approach their education with professionalism, commitment, and a positive attitude, including active participation in both theory and practical lessons.

The beauty industry is physically demanding. Students should be prepared for extended periods of standing, repetitive hand and arm movements, and frequent bending and reaching. Proper posture and ergonomics are emphasized throughout training.

Students will work with chemical products, heated styling tools, and various skincare and salon equipment. Strict adherence to safety protocols is required at all times.

Pre-Enrollment Disclosure: Prerequisites & Employment Factors

Before enrollment, applicants are provided with this written disclosure regarding prerequisites and factors that may affect employment in the field for which training is provided:

Licensure Requirements	Graduates must pass the California State Board of Barbering and Cosmetology written (and practical, where applicable) examination to obtain licensure. A valid SSN or ITIN is required to apply for the CA state board licensing examination.
Regulatory Oversight Restrictions	Licensure is regulated by the California Board of Barbering and Cosmetology. Students not in compliance with Board requirements may not be eligible for licensure.
Physical Requirements of the Industry	Careers in the beauty industry require standing for extended periods, fine motor dexterity, and exposure to chemical products and tools. Students should ensure they can meet these physical demands.
Ability to Meet Employer Requirements	Employers in the beauty industry typically require licensure, professionalism, strong communication skills, and the ability to build a clientele. Factors such as criminal history may affect employment eligibility with certain employers.

Statement of Non-Discrimination

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

Academic Calendar

Holidays & Closures

The following holidays are observed. If the school must close for emergencies, students will be notified by phone, email, and/or a notice posted on the front door.

Holiday	Date(s)
New Year's Day	January 1, 2026
Martin Luther King Jr. Day	January 19, 2026
Presidents' Day	February 16, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 4, 2026
Labor Day	September 7, 2026
Veterans' Day	November 11, 2026
Thanksgiving Break	November 26–28, 2026
Christmas Break	December 24–26, 2026
New Year's Eve	December 31, 2026

NOTE: Additional religious holidays are subject to extra instructional charges. Schedule is subject to change.

Class Start Dates

Classes begin on the following dates for all programs:

Start Date	Day	Start Date	Day
January 5, 2026	Monday	July 6, 2026	Monday
February 2, 2026	Monday	August 3, 2026	Monday
March 2, 2026	Monday	September 8, 2026	Tuesday
April 6, 2026	Monday	October 5, 2026	Monday
May 4, 2026	Monday	November 2, 2026	Monday
June 1, 2026	Monday	December 7, 2026	Monday

Campus Hours

	Days	Hours
Administrative Hours	Monday – Friday	10:00 am – 6:00 pm
Student Campus Hours	Monday – Saturday	10:00 am – 6:00 pm
Online Hours (Hybrid)	Sunday – Saturday	12:00 am – 12:00 pm

Orientation

Orientation is mandatory and held on the first day of school. The purpose is to provide all new students with essential information regarding school policies and procedures, course goals, faculty, career guidance, financial assistance information, and student services. Students are informed of the grievance procedure at orientation. Failure to attend will result in termination of the enrollment contract.

Constitution Day

KC Beauty Academy celebrates Constitution Day on September 17th of each year, commemorating the September 17, 1787, signing of the Constitution, as required by the Department of Education. KCBA encourages all students and staff to vote in every election.

Admissions Policies & Procedures

KC Beauty Academy has published student admissions policies appropriate for its educational programs. The institution follows these policies consistently. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. The catalog is available for download at www.kcbeautyacademy.com.

Admission Requirements

To be considered for admission, applicants must:

1. Complete an admission application and visit the school's physical campus to speak with a school representative.
2. Submit a non-refundable \$100.00 registration fee prior to entering into an enrollment agreement.
3. Provide proof of age (valid government-issued photo ID or passport).
4. Provide a valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Students without an SSN or ITIN must sign a "Statement of Intent" acknowledging that an SSN/ITIN is required for state licensure exams and federal financial aid eligibility.
5. Provide proof of secondary education completion (one of the following): high school diploma; official high school transcript indicating graduation; GED certificate; state-issued certificate of homeschool completion; college degree, or college transcripts showing degree completion.
6. Demonstrate basic English proficiency. All programs are taught in English.

KC Beauty Academy does not accept Ability-to-Benefit (ATB) students.

Crossover Program Applicants

Applicants for the Barber to Cosmetology Crossover or Cosmetology to Barber Crossover programs must hold a valid and current California license in the applicable field.

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 transcript. If a transcript is not available, the student will be required to pass a GED test prior to enrollment.

Foreign Secondary Education

Students with a foreign high school diploma must provide a translation into English and an evaluation by a recognized third-party agency confirming equivalence to a U.S. high school diploma.

International Student Admissions

KC Beauty Academy is authorized to enroll non-immigrant foreign students and is approved to issue the necessary documentation (Form I-20) to support M-1 student visa applications. KC Beauty Academy will vouch for student status by issuing an I-20 to eligible students. All international applicants must meet the general admissions requirements. Contact: admissions@kcbeautyacademy.com.

Additional costs for international students: \$250.00 I-20 processing fee (non-refundable). There are no additional visa service charges beyond this fee.

English Language Proficiency Requirements

All instruction at KC Beauty Academy is provided in English only. No instruction is offered in any language other than English. Students must demonstrate basic English proficiency prior to enrollment. Acceptable documentation of English proficiency includes one of the following:

- Successful completion of high school where English was the sole language of instruction.
- GED completion where instruction was in English.
- U.S. college degree.
- Passing the TOEFL English Proficiency Exam with a minimum score of 80 or higher (internet-based test).

KC Beauty Academy does not provide ESL (English as a Second Language) classes or translation services. Students who require ESL services must seek them independently prior to enrollment.

NOTE: A valid SSN or ITIN is required to apply for the California State Board licensing examination. Students without an SSN or ITIN may enroll for non-licensure educational purposes.

Transfer of Credit / Prior Training Policy

KC Beauty Academy may grant appropriate credit for prior training completed at approved institutions upon review and verification by a school administrator, in accordance with the California State Board of Barbering and Cosmetology's mandated curriculum. Evaluation must be completed prior to the student's first day of class. In most cases, KCBA will accept up to 50% of total program hours from previously attended state-approved schools.

Students who completed training in a foreign country or a U.S. state outside of California must apply directly to the California Board of Barbering and Cosmetology (BBC) for eligibility determination. KCBA does not award credit based on challenge exams or achievement tests.

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 the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending KC Beauty Academy to determine if your certificate will transfer.

Prior Experiential Learning

KC Beauty Academy does not offer credit for prior experiential learning.

Articulation Agreements

KC Beauty Academy does not currently have an articulation agreement with any other college or university that provides for the transfer of credits earned in our programs.

Re-Entry Policy

Students who wish to re-enroll at KC Beauty Academy after withdrawing must wait a minimum of 180 days before submitting a new application. Re-enrollment is subject to Academy approval and is not guaranteed. Students must pay current registration fees and meet all admissions requirements in place at the time of re-application. Students who are approved for re-enrollment will return under the same Satisfactory Academic Progress (SAP) status that was in effect at the time of withdrawal. Tuition will be based on the current cost of tuition and fees.

CA Board of Barbering & Cosmetology Licensing Requirements

Before enrollment, applicants are provided with written information about the certification and licensing requirements of California for which KCBA is preparing graduates. To be eligible to take the CA Board of Barbering and Cosmetology license examinations, applicants must:

- Complete the required course hours in a CA State Board-approved school.
- Submit an application and the required fee.
- Have at least a 10th-grade education or its equivalent, and be at least 17 years of age.
- Not be subject to denial pursuant to Section 480.

NOTE: KCBA does not hold any required programmatic accreditation beyond institutional accreditation by NACCAS.

Pre-Enrollment Statistical Disclosure

Before enrollment, each applicant is provided with and acknowledges receipt of written information that accurately reflects the most recent annual report year statistics, including outcome rates at both the institution-wide level and the individual campus level. Because KCBA operates a single campus, these figures are identical.

Outcome	Rate	Reporting Year
Graduation Rate	100%	Report Year 2024
Licensure/Certification Rate	83.78%	Report Year 2024
Placement (Employment) Rate	83.33%	Report Year 2024

These rates represent all related programs offered at KCBA's main campus (12.04 – Cosmetology and Related Personal Grooming). If you have questions about outcome rates, please see our Admissions Office.

Academic Policies

Hybrid – Distance Education Policy

KC Beauty Academy offers a hybrid distance education program through CIMA by Milady, allowing students to complete up to 50% of their program hours online as specified in their enrollment agreement. The institution is responsible for the management, control, and delivery of all distance education instruction. CIMA by Milady is a licensed learning management system (LMS) used by KC Beauty Academy to host and deliver online theory coursework; it is not a third-party institution or organization providing educational instruction. All course content, instruction, grading, and student assessment are the responsibility of KC Beauty Academy faculty and staff. No additional student charges result from use of the CIMA platform beyond the textbook and CIMA Digital Course fee disclosed in this catalog and the enrollment agreement.

Program Structure

The online component is delivered in asynchronous format. Students may complete online coursework at their own pace within assigned timeframes. Substantive interaction between students and instructors is required on a regular basis. Substantive interaction must include at least two of the following: providing direct instruction; assessing or providing feedback on student coursework; providing information or responding to questions about course content; facilitating a group discussion regarding course content.

Monthly On-Campus Evaluation

A qualified instructor will assess the student's performance on campus at least once per month for any distance education completed in the previous month.

On-Campus Practical Requirements

Distance education will NOT be used as a method of delivery for clinical instruction in which the student is to perform practical applications on a live model and/or client. All practical operations must be completed in person at the Academy.

Final Examination

Upon completion of all curriculum requirements, the student must pass a comprehensive on-campus Academic and Practical final exam (administered on-campus) prior to graduation. Any applicable competencies required by the California licensure agency must also be completed.

Transcripts

All transcripts and other academic documents will clearly indicate the distance education component.

Pre-Enrollment Disclaimer

Before enrollment, all students are provided with a signed and dated distance education disclaimer, retained in the student's file, stating that academic achievement earned via distance education at KC Beauty Academy may not be accepted for licensure or reciprocity in other states.

Online Hours Tracking

KCBA uses Milady CIMA to record and track all students' online theory hours. Only hours recorded on official CIMA system reports will be recognized. Personal tracking, screenshots, or self-reported hours will not be accepted.

Technical Requirements

To participate in the online portion of the program, students must have a reliable internet connection and a compatible device. Supported devices: Desktop, laptop, tablet (Android devices not fully supported).

Supported operating systems: Windows 7/8/8.1/10, macOS 10.10+, Chrome OS, iOS 9+. Supported browsers: Chrome (v69+), Firefox (v62+), Microsoft Edge (v16+), Safari (v11+).

Academic Integrity for Distance Education

The following activities are considered time manipulation and are prohibited: replaying content repeatedly without engaging; leaving videos playing unattended; remaining logged in without completing coursework; artificially inflating hours through system manipulation. Violations may result in removal of affected hours, a written warning, academic probation, or termination.

Separation of On-Campus and Online Hours

Students enrolled in a hybrid program may not earn on-campus clock hours and asynchronous online theory hours for the same period of time. On-campus clock hours are recorded exclusively through the school’s biometric time clock system. Online theory hours are recorded exclusively through the CIMA learning management system. These two systems are mutually exclusive, a student who is clocked in at the campus facility may not access CIMA or earn online theory hours for that same time period. Students are not permitted to complete online coursework during their scheduled on-campus practical sessions, regardless of whether they are physically present or absent on that day. Any overlap detected between on-campus and online hours records will result in the immediate removal of the duplicate hours from whichever category was recorded in error.

Scheduled Online Hours Limits

Students enrolled in a hybrid program may not exceed their scheduled online theory hours as specified in their enrollment agreement. Two limits apply simultaneously:

- **Weekly limit:** Students may not accumulate more online theory hours in any given week than the amount scheduled for that week in their enrollment agreement. Hours earned in excess of the weekly scheduled amount will be removed from the student’s total and will not carry forward to the following week.
- **Program total limit:** Online theory hours are capped at 50% of the total program clock hours. Students may not earn more online hours than this cap, regardless of the pace at which they complete coursework.

Any CIMA hours recorded beyond either limit will be removed from the student's record and will not count toward program completion or graduation eligibility. Students are responsible for monitoring their online hour totals through the CIMA system and the student portal. Students are encouraged to contact their instructor or the Admissions office if they have questions about their remaining scheduled online hours.

Instructor Response / Evaluation Turnaround Time

For students enrolled in distance education (hybrid) programs: KC Beauty Academy instructors will review and respond to student lessons, projects, assignments, and coursework submitted online within approximately five (5) business days of receipt. Students requiring urgent academic assistance should contact their instructor or the school directly during campus administrative hours.

Attendance Policy

Regular attendance and punctuality are essential to career preparation. KC Beauty Academy requires all students to attend classes according to the schedule outlined in their Enrollment Agreement.

Status	Scheduled Hours
Full-Time	Minimum 24 clock hours per week
Part-Time	20 – 23 clock hours per week

Students must clock in and be present for roll call to receive credit for hours. Students not present at roll call will not receive clock hour credit for that time. Students must maintain a minimum cumulative attendance rate of 70% of their scheduled hours.

Reporting Absences

Students must notify the school prior to the start of the scheduled class time on the day of the absence. KC Beauty Academy does not distinguish between excused and unexcused absences — all absences are treated equally for attendance purposes. Supporting documentation (e.g., medical notes, legal documents) is requested for auditing purposes only and does not change the attendance record. However, a student who arrives late and provides documentation may be permitted to clock in for that session at the instructor’s discretion, rather than being turned away for the remainder of the session.

14-Day Absence Policy

If a student is absent for 14 consecutive calendar days (including weekends and holidays) and does not have an approved Leave of Absence on file, the student will be considered to have abandoned the program and will be administratively withdrawn.

Tardy Policy

To avoid being marked tardy, students must be clocked in, in full uniform, seated in their assigned classroom, and prepared to begin classwork by 10:15 a.m. for the theory session, or at the start of the practical session when roll call is conducted. Any student not meeting these criteria by 10:15 a.m. will be marked tardy and may not clock in until the session is over. Late students may clock in for the 2nd practical session only; late students for the 2nd session will be sent home.

If a student is marked tardy three (3) or more times within one calendar month, they will be suspended for one full day of instruction. Continued tardiness may result in further disciplinary action, including administrative withdrawal.

Grading Policy

KC Beauty Academy's grading scale is used for all written and practical examinations and is the institutional standard for Satisfactory Academic Progress:

Percentage Score	Grade
75% – 100%	Satisfactory (S)
0% – 74%	Unsatisfactory (U)

The minimum acceptable level of academic progress is 75% cumulative grade average on all exams, practical assessments, and other required coursework. This is KCBA's institutional standard.

Late Work & Exam Retake Policy

Students are expected to complete all assignments and exams on time. If a student is absent on the day of an exam due to a serious and compelling reason (with documentation) and with prior or retroactive instructor approval, a make-up exam may be scheduled. Students without a valid excuse will receive a 10% deduction on any late work or make-up exam.

Students who receive a score below 75% on any exam may request to retake the exam one time only. The final score will be the average of the original and retake scores. Only one retake per exam is permitted. Retake requests must be approved by the instructor and scheduled promptly.

Make-Up Hours Policy

Students may make up missed hours only after reaching 75% of their scheduled program hours and after using the 14-calendar-day grace period added to their original on-time graduation date. A request must be submitted and a meeting with Admissions scheduled for approval. Make-up hours must be completed outside the regular class schedule, and the student's tuition account must be current.

Attendance Timekeeping Policy

KC Beauty Academy recognizes only biometric timeclock-recorded hours for all in-person classes. Students must clock in and out using the fingerprint system at the start of the day, before and after lunch, and at the end of the day. A 30-minute lunch break is mandatory for students attending 5 or more hours in a single day. Students attending 7 or more hours require two 30-minute breaks.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete all required clock hours, theory, and practical hours for their enrolled program as outlined by the California Board of Barbering and Cosmetology.
2. Maintain a minimum GPA of 75% or higher in both theory and practical work.
3. Pay all tuition and fees in full prior to graduation.
4. For hybrid programs: successfully complete both an on-campus final theory exam and an on-campus final practical evaluation with a minimum score of 75%.

Upon meeting all requirements, students must schedule an exit interview with Admissions. Students are awarded a certificate of completion, a proof of training document (POT), and an official transcript. KCBA staff will assist graduates in preparing and submitting required documents for the California State Board licensing examination. A \$10.00 fee will be charged for each additional transcript, reprint of certificate, or copy of POT.

Course Outlines

Cosmetology Program – 1,000 Hours

Standard Occupational Classification: SOC 39-5012.00 | CIP 12.0401

Hybrid option: Students complete up to 500 hours (50%) of the program online.

Program Description: The Cosmetology program is a 1,000-hour comprehensive course combining classroom instruction with supervised hands-on practice. The curriculum covers health and safety, disinfection and sanitation, chemical hair services, hairstyling services, skin care, hair removal, lash and brow beautification, and nail care — meeting the minimum curriculum requirements of BPC §7362.5(c). KCBA uses the Milady Standard Curriculum and a Board-approved Health & Safety Course.

Program Objectives:

1. Licensure Preparation: Prepare students to pass the California Board of Barbering and Cosmetology written examination and obtain licensure.
2. Technical Proficiency: Develop skilled workmanship in cosmetology services and tasks.
3. Health, Safety & Hygiene: Instill safe and hygienic practices for personal and client well-being.
4. Product Knowledge: Educate students on professional beauty product selection, use, and maintenance.
5. Professionalism & Ethics: Foster professional ethics, integrity, and cooperative attitudes.
6. Business Fundamentals: Provide foundational knowledge in salon business operations.

In-Person Class Schedule Options:

Schedule	Days	Times	Notes
Full-Time	Tuesday – Saturday	10:00 am – 6:00 pm	35 hrs/wk (≈29 wks)
5-Day Part-Time	Tuesday – Saturday	10:00 am – 4:00 pm	27.5 hrs/wk (≈37 wks)
3-Day Part-Time	Thursday – Saturday	10:00 am – 6:00 pm	21 hrs/wk (≈48 wks)

Hybrid Practical Class Schedule:

Tuesday	Wednesday	Thursday	Friday	Saturday
1:00 pm – 6:00 pm	1:00 pm – 6:00 pm	1:00 pm – 6:00 pm	11:30 am – 6:00 pm	10:00 am – 6:00 pm (mandatory)

Cosmetology Course Subjects & Units of Instruction:

Subject / Unit of Instruction	Hours
Health and Safety	150
<i>Board-Approved Health & Safety Course (B&P §7389(a)): hazardous substances, basic labor laws, physical and sexual assault awareness</i>	—
<i>Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals</i>	—
<i>Preventing Chemical Injuries; Health and Safety Laws & Regulations</i>	—
<i>Preventing Communicable Diseases</i>	—

Subject / Unit of Instruction	Hours
Disinfection and Sanitation	150
<i>Disinfection Procedures to Protect Health and Safety of Consumers and Technician</i>	—
<i>Proper Disinfection Procedures for Equipment Used in Establishments</i>	—
Chemical Hair Services	200
<i>Hair Coloring, Lightening & Bleaching</i>	—
<i>Chemical Texture Services (waving, straightening)</i>	—
<i>Hair Analysis, Predisposition & Strand Tests</i>	—
<i>Formula Mixing & Dye Removers; Safety Precautions</i>	—
<i>Instruction covers all hair types and textures, including curl/wave patterns, strand thicknesses, and volumes of hair (BPC §7362.5(c)(3)(B))</i>	—
Hairstyling Services	200
<i>Haircutting: shears, razors, electrical clippers & trimmers, thinning shears (wet and dry)</i>	—
<i>Arranging, Blow Drying, Curling, Waving, Nonchemical Straightening</i>	—
<i>Shampooing, Cleansing & Hair Analysis; Dressing</i>	—
<i>Instruction covers all hair types and textures, including curl/wave patterns, strand thicknesses, and volumes of hair (BPC §7362.5(c)(4)(B))</i>	—
Skin Care	150
<i>Chemical and Manual Facials</i>	—
<i>Massaging, Stimulating, Exfoliating, Cleansing, and Beautifying the Face, Scalp, Neck, or Body</i>	—
<i>Use of Hands, Esthetic Devices, Cosmetic Products, Antiseptics, Lotions, Tonics, or Creams</i>	—
Hair Removal & Lash/Brow Beautification	50
<i>Temporary Hair Removal: depilatories, tweezers, waxing, sugaring (non-laser)</i>	—
<i>Eyelash and Brow Tinting and Perming</i>	—
<i>Application of Artificial Eyelashes</i>	—
Manicure and Pedicure	100
<i>Water and Oil Manicures; Hand and Arm Massage</i>	—
<i>Complete Pedicures; Foot and Ankle Massage</i>	—
<i>Nail Analysis; Nail Repairs</i>	—
<i>Artificial Nail Services: acrylic, liquid & powder brush-ons, dip, tips, wraps, and repairs</i>	—
Career & Employment / Business Skills (integrated throughout all subject areas)	—

Subject / Unit of Instruction	Hours
<i>*Business and career skills — including professional ethics, communication, salon management, compensation, licensing requirements, resume development, interview preparation, job search skills, and California laws — are integrated throughout all subject areas.</i>	—
TOTAL PROGRAM HOURS	1000

Instructional Methods:

Demonstration, lecture, classroom participation, examination, practical operation on persons or mannequins, guest speakers, presentations, field trips, and projects.

Grading System:

Students are evaluated through written theory examinations and practical skills assessments. The full range of grades students may earn is as follows:

Percentage Score	Grade	Meaning
75% – 100%	Satisfactory (S)	Meets or exceeds the minimum standard for academic progress
0% – 74%	Unsatisfactory (U)	Does not meet the minimum standard; student is at risk of failing SAP

A cumulative grade average of 75% or above is required to maintain Satisfactory Academic Progress. This is KCBA's institutional standard. Grades are recorded as cumulative percentages and reported to students at each SAP evaluation period.

Required Textbooks:

- Milady Standard Cosmetology and Milady Foundations, 14th Ed. (ISBN: 9780357871492)
- Milady Standard Cosmetology Workbooks (ISBN: 9780357922170)
- CIMA ExamReady for Cosmetology (ISBN: 9798214522890) PSI National Exam
- Hybrid: CIMA Digital Course (ISBN: 9780357873441)

Esthetician Program – 600 Hours

Standard Occupational Classification: SOC 39-5094.00 | CIP 12.0409

Hybrid option: Students complete up to 300 hours (50%) of the program online.

Program Description: The Esthetician program is a 600-hour course combining classroom instruction with supervised hands-on practice. The curriculum meets the minimum requirements of BPC §7364 and includes health and safety, disinfection and sanitation, skin care services, and hair removal and lash/brow beautification, preparing students for the California State Board Esthetician licensing examination. KCBA uses the Milady Standard Curriculum and a Board-approved Health & Safety Course.

Program Objectives:

1. Licensure Preparation: Prepare students to pass the California Board of Barbering and Cosmetology Esthetician written examination and obtain licensure.
2. Technical Proficiency: Develop skilled workmanship in skin care, hair removal, and lash/brow services.
3. Health, Safety & Hygiene: Instill safe and hygienic practices for personal and client well-being.

4. Product Knowledge: Educate students on professional skincare product selection, use, and maintenance.
5. Professionalism & Ethics: Foster professional ethics, integrity, and cooperative attitudes.
6. Business Fundamentals: Provide foundational knowledge in spa and salon business operations.

In-Person Class Schedule Options:

Schedule	Days	Times	Notes
Full-Time	Monday – Friday	10:00 am – 5:00 pm	32.5 hrs/wk (≈19 wks)
3-Day Part-Time	Tuesday – Thursday	10:00 am – 5:00 pm	19.5 hrs/wk (≈31 wks)

Hybrid Practical Class Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
10:00 am – 12:30 pm or 1:00 pm – 5:00 pm	1:00 pm – 5:00 pm	1:00 pm – 5:00 pm	1:00 pm – 5:00 pm	10:00 am – 5:00 pm (mandatory)

Esthetician Course Subjects & Units of Instruction:

Subject / Unit of Instruction	Hours
Health and Safety	100
<i>Board-Approved Health & Safety Course (B&P §7389(a)): hazardous substances, basic labor laws, physical and sexual assault awareness</i>	—
<i>Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals</i>	—
<i>Preventing Chemical Injuries; Health and Safety Laws & Regulations</i>	—
<i>Preventing Communicable Diseases</i>	—
Disinfection and Sanitation	100
<i>Disinfection Procedures to Protect Health and Safety of Consumers and Technician</i>	—
<i>Proper Disinfection Procedures for Equipment Used in Establishments</i>	—
Skin Care	350
<i>Chemical and Manual Facials</i>	—
<i>Massaging, Stimulating, Exfoliating, Cleansing, or Beautifying the Face, Scalp, Neck, or Body</i>	—
<i>Use of Hands, Esthetic Devices, Cosmetic Products, Antiseptics, Lotions, Tonics, or Creams</i>	—
<i>Structure, Disease & Disorders of the Skin; Contraindications</i>	—
<i>Anatomy and Physiology, Chemistry, Electricity</i>	—
Hair Removal & Lash/Brow Beautification	50
<i>Tinting and Perming of Eyelashes and Brows; Application of Artificial Eyelashes</i>	—

Subject / Unit of Instruction	Hours
<i>Temporary Hair Removal: waxing, sugaring, depilatories, tweezers (non-laser)</i>	—
Career & Employment / Business Skills (integrated throughout all subject areas)	—
<i>*Business and career skills — including professional ethics, communication, salon management, compensation, licensing requirements, resume development, interview preparation, job search skills, and California laws — are integrated throughout all subject areas.</i>	—
TOTAL PROGRAM HOURS	600

Instructional Methods:

Demonstration, lecture, classroom participation, examination, practical operation on persons or mannequins, guest speakers, presentations, field trips, and projects.

Grading System:

Students are evaluated through written theory examinations and practical skills assessments. The full range of grades students may earn is as follows:

Percentage Score	Grade	Meaning
75% – 100%	Satisfactory (S)	Meets or exceeds the minimum standard for academic progress
0% – 74%	Unsatisfactory (U)	Does not meet the minimum standard; student is at risk of failing SAP

A cumulative grade average of 75% or above is required to maintain Satisfactory Academic Progress. This is KCBA's institutional standard. Grades are recorded as cumulative percentages and reported to students at each SAP evaluation period.

Required Textbooks:

- Milady Esthetics Fundamentals & Foundations, 12th Ed. (ISBN: 9780357263792)
- Milady Esthetics Workbooks Package (ISBN: 9780357482841)
- CIMA ExamReady for Esthetics (ISBN: 9798214522982) PSI National Exam
- Hybrid: CIMA Digital Course (ISBN: 9780357812563)

Barbering Program – 1,000 Hours

Note: Barbering is approved but not currently offered at this time.

Standard Occupational Classification: SOC 39-5011.00 | CIP 12.0402

Program Description: The Barbering program is a 1,000-hour course combining classroom instruction and supervised hands-on practice. The curriculum meets the minimum requirements of BPC §7362.5(b) and covers health and safety, disinfection and sanitation, chemical hair services, hairstyling services, and shaving and trimming of the beard. KCBA uses the Milady Standard Curriculum and a Board-approved Health & Safety Course.

Program Objectives:

1. Licensure Preparation: Prepare students to pass the California Board of Barbering and Cosmetology Barbering written and practical examinations and obtain licensure.
2. Technical Proficiency: Develop skilled workmanship in barbering services including haircutting, chemical services, and shaving.
3. Health, Safety & Hygiene: Instill safe and hygienic practices for personal and client well-being.
4. Product Knowledge: Educate students on professional barbering product selection, use, and maintenance.
5. Professionalism & Ethics: Foster professional ethics, integrity, and cooperative attitudes.
6. Business Fundamentals: Provide foundational knowledge in barbershop business operations.

In-Person Class Schedule Options:

Schedule	Days	Times	Notes
Full-Time	Tuesday - Saturday	10:00 am – 7:00 pm	35 hrs/wk (≈29 wks)

Barbering Course Subjects & Units of Instruction:

Subject / Unit of Instruction	Hours
Health and Safety	150
<i>Board-Approved Health & Safety Course (B&P §7389(a)): hazardous substances, basic labor laws, physical and sexual assault awareness</i>	—
<i>Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals</i>	—
<i>Preventing Chemical Injuries; Health and Safety Laws & Regulations</i>	—
<i>Preventing Communicable Diseases</i>	—
Disinfection and Sanitation	150
<i>Disinfection Procedures to Protect Health and Safety of Consumers and Technician</i>	—
<i>Proper Disinfection Procedures for Equipment Used in Establishments</i>	—
Chemical Hair Services	200
<i>Hair Coloring, Straightening, Waving, Bleaching, Hair Analysis</i>	—
<i>Predisposition and Strand Tests; Safety Precautions</i>	—
<i>Formula Mixing and Dye Removers</i>	—
<i>Instruction covers all hair types and textures, including curl/wave patterns, strand thicknesses, and volumes of hair (BPC §7362.5(b)(3)(B))</i>	—
Hairstyling Services	300
<i>Haircutting: shears, razors, electrical clippers & trimmers, thinning shears (wet and dry)</i>	—
<i>Arranging, Blow Drying, Cleansing, Curling, Dressing, Waving, Nonchemical Straightening</i>	—
<i>Hair Analysis, Shampooing</i>	—

Subject / Unit of Instruction	Hours
<i>Instruction covers all hair types and textures, including curl/wave patterns, strand thicknesses, and volumes of hair (BPC §7362.5(b)(4)(B))</i>	—
Shaving and Trimming of the Beard	200
<i>Preparing the Client's Hair for Shaving; Assessing Condition of Client's Skin</i>	—
<i>Performing Shaving Techniques; Applying Aftershave Antiseptic Following Facial Services</i>	—
<i>Face and Rolling Cream Massages</i>	—
Career & Employment / Business Skills (integrated throughout all subject areas)	—
<i>*Business and career skills — including professional ethics, communication, salon management, compensation, licensing requirements, resume development, interview preparation, job search skills, and California laws — are integrated throughout all subject areas.</i>	—
TOTAL PROGRAM HOURS	1000

Instructional Methods:

Demonstration, lecture, classroom participation, examination, practical operation on persons or mannequins, guest speakers, presentations, field trips, and projects.

Grading System:

Students are evaluated through written theory examinations and practical skills assessments. The full range of grades students may earn is as follows:

Percentage Score	Grade	Meaning
75% – 100%	Satisfactory (S)	Meets or exceeds the minimum standard for academic progress
0% – 74%	Unsatisfactory (U)	Does not meet the minimum standard; student is at risk of failing SAP

A cumulative grade average of 75% or above is required to maintain Satisfactory Academic Progress. This is KCBA's institutional standard. Grades are recorded as cumulative percentages and reported to students at each SAP evaluation period.

Required Textbooks:

- Milady Barbering & Foundations, 7th Ed. (ISBN: 9798214080444)
- Milady Barbering & Foundations Workbooks, 7th Ed. (ISBN: 9798214499222)
- CIMA ExamReady for Barbering (ISBN: 9798214523071) PSI National Exam

Manicuring Program – 400 Hours

Standard Occupational Classification: SOC 39-5092.00 | CIP 12.0410

Hybrid option: Students complete up to 200 hours (50%) of the program online.

Program Description: The Manicuring program is a 400-hour course combining classroom instruction with supervised hands-on practice. The curriculum meets the minimum requirements of BPC §7365 and covers health and safety, disinfection and sanitation, manicure and pedicure services, artificial nail services, nail analysis, and nail repairs, preparing students for the California State Board Manicurist licensing examination.

Program Objectives:

1. Licensure Preparation: Prepare students to pass the California Board of Barbering and Cosmetology Manicurist written and practical examinations and obtain licensure.
2. Technical Proficiency: Develop skilled workmanship in manicure, pedicure, and artificial nail services.
3. Health, Safety & Hygiene: Instill safe and hygienic practices for personal and client well-being.
4. Product Knowledge: Educate students on professional nail care product selection, use, and maintenance.
5. Professionalism & Ethics: Foster professional ethics, integrity, and cooperative attitudes.
6. Business Fundamentals: Provide foundational knowledge in nail salon business operations.

In-Person Class Schedule Options:

Schedule	Days	Times	Notes
Full-Time	Monday – Friday	10:00 am – 5:00 pm	32.5 hrs/wk (≈13 wks)

Hybrid Practical Class Schedule:

Monday	Saturday
10:00 am – 5:00 pm	10:00 am – 6:00 pm

Manicuring Course Subjects & Units of Instruction:

Subject / Unit of Instruction	Hours
Health and Safety	100
<i>Board-Approved Health & Safety Course (B&P §7389(a)): hazardous substances, basic labor laws, physical and sexual assault awareness</i>	—
<i>Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals</i>	—
<i>Preventing Chemical Injuries; Health and Safety Laws & Regulations</i>	—
<i>Preventing Communicable Diseases</i>	—
Disinfection and Sanitation	100
<i>Disinfection Procedures to Protect Health and Safety of Consumers and Technician</i>	—
<i>Proper Disinfection Procedures for Equipment Used in Establishments</i>	—
Manicure and Pedicure	200
<i>Water and Oil Manicures; Hand and Arm Massage</i>	—
<i>Complete Pedicures; Foot and Ankle Massage</i>	—
<i>Nail Analysis; Nail Repairs</i>	—
<i>Application of Artificial Nails: acrylic, liquid & powder brush-ons, dip, tips, gel, wraps</i>	—

Subject / Unit of Instruction	Hours
Career & Employment / Business Skills (integrated throughout all subject areas)	—
<i>*Business and career skills — including professional ethics, communication, salon management, compensation, licensing requirements, resume development, interview preparation, job search skills, and California laws — are integrated throughout all subject areas.</i>	—
TOTAL PROGRAM HOURS	400

Instructional Methods:

Demonstration, lecture, classroom participation, examination, practical operation on persons or mannequins, guest speakers, presentations, field trips, and projects.

Grading System:

Students are evaluated through written theory examinations and practical skills assessments. The full range of grades students may earn is as follows:

Percentage Score	Grade	Meaning
75% – 100%	Satisfactory (S)	Meets or exceeds the minimum standard for academic progress
0% – 74%	Unsatisfactory (U)	Does not meet the minimum standard; student is at risk of failing SAP

A cumulative grade average of 75% or above is required to maintain Satisfactory Academic Progress. This is KCBA's institutional standard. Grades are recorded as cumulative percentages and reported to students at each SAP evaluation period.

Required Textbooks:

- Milady Nail Technology and Foundations, 8th Ed. (ISBN: 9780357446867)
- Milady Nail Technology Workbooks Package, 8th Ed. (ISBN: 9780357482865)
- CIMA ExamReady for Nail Technology (ISBN: 9798214523163) PSI National Exam
- Hybrid: CIMA Digital Course (ISBN: 9798214098685)

Barber to Cosmetology Crossover – 300 Hours

Standard Occupational Classification: SOC 39-5012.00 | CIP 12.0401

Program Description: This program is designed for individuals who hold a valid California Barbering License. It provides the additional training required to qualify for the Cosmetology licensing examination, covering skin care, hair removal, lash and brow beautification, and nail care.

Program Objectives:

1. Licensure Preparation: Prepare students who hold a California Barbering License to qualify for and pass the California Cosmetology licensing examination.
2. Technical Proficiency: Develop skilled workmanship in skin care, hair removal, lash/brow services, and nail care not covered in the Barbering curriculum.
3. Health, Safety & Hygiene: Reinforce safe and hygienic practices across all cosmetology service areas.

4. Professionalism & Ethics: Foster professional ethics and cooperative attitudes across the full scope of cosmetology practice.

In-Person Class Schedule Options:

Schedule	Days	Times	Notes
Full-Time	Tuesday – Saturday	10:00 am – 6:00 pm	35 hrs/wk (≈9 wks)

Barber to Cosmetology Crossover Course Subjects & Units of Instruction:

Subject / Unit of Instruction	Hours
Skin Care	150
<i>Chemical and Manual Facials; Massaging, Stimulating, Exfoliating, Cleansing, Beautifying</i>	—
<i>Use of Esthetic Devices, Cosmetic Products, Antiseptics, Lotions, Tonics, or Creams</i>	—
<i>Skin Anatomy, Disease & Disorders; Contraindications</i>	—
Hair Removal & Lash/Brow Beautification	50
<i>Waxing, Sugaring, Depilatories, Tweezers; Lash and Brow Tinting, Perming, and Extensions</i>	—
Manicure and Pedicure	100
<i>Water and Oil Manicures; Hand and Arm Massage; Complete Pedicures; Foot and Ankle Massage</i>	—
<i>Nail Analysis, Nail Repairs, Artificial Nail Services (acrylic, dip, tips, gel, wraps)</i>	—
Career & Employment / Business Skills (integrated throughout all subject areas)	—
<i>*Business and career skills — including professional ethics, communication, salon management, compensation, licensing requirements, resume development, interview preparation, job search skills, and California laws — are integrated throughout all subject areas.</i>	—
TOTAL PROGRAM HOURS	300

Instructional Methods:

Demonstration, lecture, classroom participation, examination, practical operation on persons or mannequins, guest speakers, presentations, field trips, and projects.

Grading System:

Students are evaluated through written theory examinations and practical skills assessments. The full range of grades students may earn is as follows:

Percentage Score	Grade	Meaning
75% – 100%	Satisfactory (S)	Meets or exceeds the minimum standard for academic progress

Percentage Score	Grade	Meaning
0% – 74%	Unsatisfactory (U)	Does not meet the minimum standard; student is at risk of failing SAP

A cumulative grade average of 75% or above is required to maintain Satisfactory Academic Progress. This is KCBA's institutional standard. Grades are recorded as cumulative percentages and reported to students at each SAP evaluation period.

Required Textbooks:

- Milady Standard Cosmetology and Milady Foundations, 14th Ed. (ISBN: 9780357871492)
- Milady Standard Cosmetology Workbooks (ISBN: 9780357922170)
- CIMA ExamReady for Cosmetology (ISBN: 9798214522890) PSI National Exam

Cosmetology to Barber Crossover – 200 Hours

Note: This program is approved but not currently offered at this time.

Standard Occupational Classification: SOC 39-5011.00 | CIP 12.0402

Program Description: Designed for California licensed Cosmetologists, this program provides the additional training required to qualify for the Barbering licensing examination, focusing on shaving, beard trimming, and the full scope of barbering services.

Program Objectives:

1. Licensure Preparation: Prepare students who hold a California Cosmetology License to qualify for and pass the California Barbering licensing examination.
2. Technical Proficiency: Develop skilled workmanship in shaving, beard trimming, and the full scope of barbering services not covered in the Cosmetology curriculum.
3. Health, Safety & Hygiene: Reinforce safe and hygienic practices across all barbering service areas.
4. Professionalism & Ethics: Foster professional ethics and cooperative attitudes within the full scope of barbering practice.

In-Person Class Schedule Options:

Schedule	Days	Times	Notes
Full-Time	Tuesday – Saturday	10:00 am – 6:00 pm	35 hrs/wk (≈6 wks)

Cosmetology to Barber Crossover Course Subjects & Units of Instruction:

Subject / Unit of Instruction	Hours
Shaving and Trimming of the Beard	200
<i>Preparing the Client's Hair for Shaving; Assessing Condition of Client's Skin</i>	—
<i>Performing Shaving Techniques; Applying Aftershave Antiseptic Following Facial Services</i>	—
<i>Face and Rolling Cream Massages</i>	—
<i>California Barbering Laws & Regulations; Ethics</i>	—
TOTAL PROGRAM HOURS	200

Instructional Methods:

Demonstration, lecture, classroom participation, examination, practical operation on persons or mannequins, guest speakers, presentations, field trips, and projects.

Grading System:

Students are evaluated through written theory examinations and practical skills assessments. The full range of grades students may earn is as follows:

Percentage Score	Grade	Meaning
75% – 100%	Satisfactory (S)	Meets or exceeds the minimum standard for academic progress
0% – 74%	Unsatisfactory (U)	Does not meet the minimum standard; student is at risk of failing SAP

A cumulative grade average of 75% or above is required to maintain Satisfactory Academic Progress. This is KCBA's institutional standard. Grades are recorded as cumulative percentages and reported to students at each SAP evaluation period.

Required Textbooks:

- Milady Barbering & Foundations, 7th Ed. (ISBN: 9798214080444)

Institutional Charges

The following is the estimated schedule of total charges for each period of attendance (academic year: 900 clock hours / 26 weeks) and for the entire educational program, assuming you do not exceed the scheduled hours. Transfer students and re-entering students are assessed a per clock hour rate for the remainder of their program.

On-Campus Programs

Program	Reg. Fee (NR)	Tuition	Supplies	Textbooks	STRF	Total
Cosmetology	\$100.00	\$13,000.00	\$1,750.00	\$400.00	\$0.00	\$15,250.00
Esthetician	\$100.00	\$10,000.00	\$1,750.00	\$375.00	\$0.00	\$12,225.00
Barbering	\$100.00	\$10,500.00	\$1,500.00	\$350.00	\$0.00	\$12,450.00
Manicuring	\$100.00	\$4,000.00	\$600.00	\$300.00	\$0.00	\$5,000.00
Barber to Cosmetology Crossover	\$100.00	\$3,450.00	\$500.00	\$400.00	\$0.00	\$4,450.00
Cosmetology to Barber Crossover	\$100.00	\$2,100.00	\$500.00	\$350.00	\$0.00	\$3,050.00

Hybrid Programs

Program	Reg. Fee (NR)	Tuition	Supplies	Textbooks/CIMA	STRF	Total
Cosmetology Hybrid	\$100.00	\$13,000.00	\$1,750.00	\$450.00	\$0.00	\$15,300.00
Esthetician Hybrid	\$100.00	\$10,000.00	\$1,750.00	\$450.00	\$0.00	\$12,300.00
Manicuring Hybrid	\$100.00	\$4,000.00	\$600.00	\$450.00	\$0.00	\$5,150.00

NOTE: NR = Non-Refundable. Due to sanitary reasons, supplies and textbooks once issued and accepted by the student are non-refundable and become the student's property. Additional charges may include late fees (\$25.00), check return fee (\$25.00), ID replacement (\$5.00), schedule change fee (\$100.00 non-refundable), international student I-20 fee (\$250.00 non-refundable), and transcript/POT reprint fee (\$10.00 each).

Effective April 1, 2024, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges

Verification of Student Identity – Distance Education

KC Beauty Academy does not currently assess additional student charges for the verification of student identity for distance learners. The cost of identity verification for distance education students is \$0.00 per session.

KC Beauty Academy Financing

KCBA offers in-house financing with 0% interest for students who wish to pay tuition in monthly installments. All full-time and part-time enrolled students are eligible. A completed enrollment agreement and payment plan agreement must be submitted before the first day of class. A minimum down payment is required at the time of enrollment (amount varies by program and will be outlined in the Enrollment Agreement). The remaining balance is divided into equal monthly payments due on the 10th of each month. All tuition must be paid in full prior to completion to receive a certificate of completion and proof of training document.

Method of Payment

KC Beauty Academy accepts: credit or debit card (with a 3% transaction fee), bank transfer, cash or check (in-person), and money order.

Collections Policy

Students who fail to meet financial obligations may be subject to collections. Accounts are considered past due if payment is not received by the scheduled due date. The school will make reasonable efforts to contact the student and resolve past-due balances. If no satisfactory arrangement is made within a reasonable time, the school may assign the debt to a third-party collection agency. All information shared with a collection agency will be handled in compliance with FERPA and applicable privacy laws. Collection correspondence from the institution, banks, collection agencies, lawyers, or any other third parties representing the institution will clearly acknowledge the existence of the school's Withdrawal and Settlement Policy. Collection procedures reflect ethical business practices. The name of the National Accrediting Commission of Career Arts & Sciences will not be used in refund policy or collection efforts.

Extra Instructional Charges

Students are expected to complete their training within the time frame specified in their Enrollment Agreement. If a student does not complete their program by the on-time graduation date, additional instructional charges of \$10.00 per remaining clock hour will apply. These charges are not covered by federal financial aid and must be paid out of pocket. Students will not be permitted to clock in or continue training until applicable overage fees are paid in advance.

Extra instructional charges are assessed only after: (1) the absences allowed within the contract period have been exhausted; and (2) the amount charged per clock hour is clearly stated on the enrollment agreement.

Scholarships

KC Beauty Academy offers a Great Attendance Scholarship of \$500 per quarter to eligible students who demonstrate outstanding attendance during the quarter. Scholarship awards are made at the discretion of the Academy and are subject to availability of funds. KC Beauty Academy does not offer fee waivers. Full scholarship criteria, eligibility requirements, and application instructions are available at <https://kcbeautyacademy.com/scholarship/> or by contacting the Admissions Office.

Student Tuition Recovery Fund (STRF)

Effective April 1, 2024, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges (5 CCR section 76120).

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

educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 noncollection 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.

Leave of Absence (LOA) Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. This policy applies to all enrolled students. A LOA may only be granted if there is a reasonable expectation that the student will return. Students must follow KC Beauty Academy's official policy when requesting a leave of absence.

Requesting a LOA

A LOA may be requested for valid reasons such as a medical-related condition (illness, surgery), housing instability, bereavement, or other emergency circumstances. An LOA request must be submitted in advance. All LOA requests must include:

- Request in writing (electronic forms with e-signatures are accepted).
- The reason for the request.
- The requested start and end dates.
- Supporting documentation (e.g., medical records, legal documents).
- The student's signature.

If unforeseen circumstances prevent a student from submitting the LOA request in advance, the institution may grant a LOA retroactively, provided the institution documents the reason for its decision, collects the request from the student at a later date, and establishes the start date as the first date the student was unable to attend.

All LOA requests are reviewed on a case-by-case basis and must be approved by the School Director or Admissions Director.

General LOA Guidelines:

- Each LOA must be at least 14 calendar days and a maximum of 60 days, unless an unforeseen circumstance necessitates an extension.
- LOAs (combined with any additional LOAs) may not exceed 180 calendar days in any 12-month period.
- A LOA may only be granted once the student has been enrolled for at least 60 days, unless mitigating circumstances exist.
- Students will not be assessed any additional charges as a result of an approved LOA.
- A student on an approved LOA is not considered to have withdrawn, and no Return to Title IV (R2T4) or refund calculation is required.

KC Beauty Academy will extend the student's contract period and maximum time frame by the same number of calendar days taken in the LOA. Upon the student's return, a contract addendum will be generated and signed by all parties.

Failure to Return from an Approved LOA

If a student does not return by the expiration of an approved LOA, or takes an unapproved LOA, the student's withdrawal date for refund calculation purposes will be the student's last date of attendance. The student will be terminated from the program.

Cancellation, Withdrawal & Refund Policy

This policy governs all terminations for any reason by either party, including student decision, school-initiated withdrawal, course cancellation, or school closure. This policy complies with the California Private Postsecondary Education Act of 2009 (CEC §§94919–94921) and 5 CCR §§71746, 71750, and 71751, effective January 1, 2026. KC Beauty Academy will not enforce any refund policy not specified in this catalog or the enrollment agreement (5 CCR §71750(a)).

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, calculated using the formula described in the Refund Calculation After Withdrawal section below, 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 non-refundable and become the property of 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, the outstanding balance will be subject to the institution's Collections Policy. Note: Proof of Training document will not be released until all monies owed to the school are paid.

Determination of Withdrawal from School:

<p>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:</p>
<p>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.</p>
<p>The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.</p>
<p>The date you fail to attend classes for 14 consecutive calendar days without an approved Leave of Absence of file.</p>
<p>The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.</p>

Refund Calculation After Withdrawal

After the cancellation period has ended, KC Beauty Academy provides a pro-rata refund to students who have completed 60% or less of their program's scheduled clock hours. Students who have completed more than 60% of their program's scheduled clock hours are not eligible for an institutional refund.

Pro-Rata Refund Calculation

Step 1 — Hourly Rate = (Total institutional charges – non-refundable charges) ÷ total program clock hours

Step 2 — Amount Owed to School = Hourly rate × clock hours attended

Step 3 — Refund Due = Total charges paid – amount owed to school – non-refundable charges

For the purpose of this calculation, clock hours attended includes all scheduled hours prior to and including the student's last date of attendance, even if the student was absent for any of those hours.

Example — Cosmetology (1,000 hours, \$15,250 total charges): Non-refundable charges = \$100 registration + \$1,750 supplies + \$400 textbooks = \$2,250. Refundable charges = \$15,250 – \$2,250 = \$13,000. Hourly rate = \$13,000 ÷ 1,000 = \$13.00/hour. If the student attended 400 scheduled hours (40% of program): Amount owed = \$13.00 × 400 = \$5,200. Refund due = \$15,250 – \$5,200 – \$2,250 = \$7,800.

Institution-Canceled Programs

If KC Beauty Academy discontinues or cancels a program prior to a student's completion, or closes prior to completion of the educational program, KC Beauty Academy will provide refunds to students. If a course is canceled before instruction begins, a full refund of all monies paid will be provided within 45 calendar days. If canceled after instruction has begun, KC Beauty Academy will, at its option: (a) provide a pro-rata refund within 45 calendar days; (b) resume teaching within 30 days; (c) participate in a Teach-Out Agreement; or (d) provide a full refund. Students may also file a claim with the Student Tuition Recovery Fund (see STRF section).

Non-Refundable Amounts

All amounts paid by the student are subject to the pro-rata refund calculation unless designated as non-refundable in both this catalog and the enrollment agreement. The following amounts are non-refundable under the conditions stated:

- Registration Fee (\$100.00): Non-refundable under all circumstances.
- Supplies Fee: Non-refundable once the student's kit has been received and opened by the student. If the kit has not been received, the amount is refundable.
- Textbook Fee: Non-refundable once textbooks have been issued to and received by the student. If textbooks have not been issued, the amount is refundable.
- Late Fees and Transaction Fees: Non-refundable if incurred by the student during the program.

- STRF Assessment: Non-refundable when a pro-rata withdrawal refund applies. Refundable only if a 100% cancellation refund is issued.

Refund Timing

All refunds due upon withdrawal will be paid within 45 calendar days after the effective date of withdrawal. KC Beauty Academy will provide the student with documentation specifying the amount of the refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent. If a refund is made to a third party on behalf of the student, KC Beauty Academy will provide the student written notice—in hard copy or electronic format—itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, within 45 calendar days of withdrawal.

Return of Title IV (R2T4)

For students receiving federal financial aid including 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, the institutional pro-rata refund calculation, would then take place to determine the amount of institutional charges earned by the institution during the period of enrollment. This institutional refund calculation applies to all withdrawing students regardless of financial aid status. 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 34 CFR §668.22. The order of return is: 1) Unsubsidized Direct Loans, 2) Subsidized Direct Loans, 3) Direct PLUS Loans — Graduate, 4) Direct PLUS Loans — Parent, 5) Federal Pell Grant, 6) FSEOG, 7) TEACH Grants, 8) Iraq and Afghanistan Service Grants, 9) Other. This order would apply in accordance with the aid programs available at the institution.

Satisfactory Academic Progress (SAP) Policy

This Satisfactory Academic Progress Policy applies to all students enrolled at KC Beauty Academy. It is provided to applicants prior to enrollment and applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). KC Beauty Academy evaluates both quantitative (attendance) and qualitative (academic performance) elements cumulatively throughout the program.

SAP Requirements

To meet Satisfactory Academic Progress, students must maintain all of the following at each evaluation period:

1. Cumulative attendance rate of 70% or above.
2. Cumulative academic performance (GPA) of 75% or above on all exams, practical assessments, and required coursework.
3. Complete the course within the maximum time frame of 143% of the published length of the program (measured in clock hours). Students who exceed 143% will be considered NOT to be making satisfactory academic progress and may continue as a student at the institution on a cash-pay basis.

Evaluation Periods

KC Beauty Academy evaluates students' attendance and academic progress at predetermined points according to actual hours. All evaluations must be completed within seven (7) school business days following the established evaluation points.

Program	1st SAP Evaluation	2nd SAP Evaluation
Cosmetology (35 hrs/wk)	450 actual hrs and 13 weeks	900 actual hrs and 26 weeks
Cosmetology Hybrid (35 hrs/wk)	450 actual hrs and 13 weeks	900 actual hrs and 26 weeks
Esthetician (32.5 hrs/wk)	300 actual hrs and 10 weeks	N/A
Esthetician Hybrid (35 hrs/wk)	300 actual hrs and 9 weeks	N/A
Barbering (35 hrs/wk)	450 actual hrs and 13 weeks	900 actual hrs and 26 weeks
Manicuring (32.5 hrs/wk)	200 actual hrs and 7 weeks	N/A
Manicuring Hybrid (27 hrs/wk)	200 actual hrs and 8 weeks	N/A
Barber to Cosmetology Crossover (35 hrs/wk)	150 actual hrs and 5 weeks	N/A
Cosmetology to Barber Crossover (35 hrs/wk)	100 actual hrs and 3 weeks	N/A

Academic Year

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 midpoint of the academic year or the program, whichever occurs sooner.

Maximum Time Frame

Students must complete the educational program within the maximum time frame of 143% of the published length to be considered making satisfactory academic progress. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. The maximum time frame for each program is listed below.

Program	Published Length	Maximum Time Frame (143%)
Cosmetology / Hybrid	1,000 hrs	1,430 hrs
Esthetician / Hybrid	600 hrs	858 hrs
Barbering	1,000 hrs	1,430 hrs
Manicuring / Hybrid	400 hrs	572 hrs
Barber to Cosmetology Crossover	300 hrs	429 hrs
Cosmetology to Barber Crossover	200 hrs	286 hrs

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. Students will receive their SAP determination at each evaluation period through the student portal. Students can request a hard copy. Students who fail to meet satisfactory progress will be notified and will meet with the School Director to discuss an academic and/or attendance improvement plan.

Warning Period

Students who fail to meet minimum requirements at an evaluation are placed on a Warning status. Students on Warning may still receive Title IV funds. The student will be advised in writing of 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 attendance and academic requirements, the student will be determined as NOT making SAP and will be ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements after the warning period are considered NOT making satisfactory academic progress. To be placed on Academic Probation and continue receiving federal financial aid, the student must appeal within 10 calendar days and prevail upon appeal, and must have the ability to meet SAP standards by the end of the subsequent evaluation period. If, at the end of the probationary period, the student has still not met both attendance and academic requirements, the student will be terminated and deemed ineligible for Title IV funds.

Appeal Procedure

If a student is determined to not be making SAP, the student may appeal within ten (10) calendar days. Reasons for appeal include the death of a relative, an injury or illness of the student, or other allowable special or mitigating circumstances. The student must submit a written appeal on the designated form describing why they failed to meet SAP standards and what has changed to allow them to achieve SAP by the next evaluation point, along with supporting documentation. Appeal documents are reviewed and a

decision reported to the student within 30 calendar days. Appeal and decision documents are retained in the student file. The results of the appeal are documented in the student's file.

Re-Establishment of SAP

Students may re-establish SAP and Title IV eligibility by meeting minimum attendance and academic requirements by the end of the next evaluation period.

Transfer Hours

Transfer hours accepted toward the student's educational program are counted as both attempted and completed 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 KCBA.

Non-Credit, Remedial Courses, Repetitions

Non-credit, remedial courses, and repetitions do not apply to this institution and have no effect on the academy's SAP standards.

Interruptions, Incompletes, Withdrawals

If enrollment is temporarily interrupted due to a Leave of Absence, the student will return in the same progress status as prior to the leave. Hours elapsed during a LOA extend the student's contract period and maximum time frame by the same number of calendar days and are not included in attendance percentage calculations. Students who withdraw and re-enroll will return in the same SAP status as at the time of withdrawal.

Financial Aid

KC Beauty Academy participates in the Free Application for Federal Student Aid (FAFSA) program, allowing eligible students to apply for federal financial assistance. Students will need to reapply for aid every academic year and meet all required eligibility criteria.

Federal Aid Programs Available:

- Federal Pell Grants – Need-based grants that do not require repayment.
- Federal Supplemental Educational Opportunity Grant (FSEOG) – Need-based grants that do not require repayment.
- Federal Direct Student Loans (Subsidized & Unsubsidized) – Low-interest student loans.
- Federal Parent PLUS Loans – Loans available to credit-approved parents of dependent students.

How to Apply

1. Create an account at <https://studentaid.gov/fsa-id/create-account/launch>
2. Complete the FAFSA at www.studentaid.gov (Add KCBA school code: 042804).
3. Contact the Financial Aid Office for confirmation.
4. If applying for Federal Student Loans: complete Loan Entrance Counseling and Master Promissory Note (MPN) at <https://studentaid.gov>.

Eligibility

To be eligible for federal student aid, you must: demonstrate financial need (for need-based programs); be a U.S. citizen or eligible noncitizen; have a valid Social Security Number; be enrolled in a certificate program; maintain SAP; not be in default on federal student loans or owe a refund on federal grants; and have a high school diploma or GED.

Financial Aid Disbursements

Federal financial aid for which a student qualifies is applied directly to the student's account at the end of each payment period, provided the student is meeting SAP standards. For programs structured around a standard academic year (900 hours/26 weeks), disbursements occur at the midpoint and end of each academic year payment period.

FSEOG

The FSEOG is awarded to undergraduate students who demonstrate exceptional financial need. Awards range from \$100 to \$4,000 per academic year depending on need, enrollment status, and availability of funds. FSEOG funds do not have to be repaid. Priority is given to Pell Grant recipients.

Student Loan Information

If you obtain a loan to pay for your educational program, you will have to repay the full amount of the loan plus interest, less the amount of any refund. If you receive federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal financial aid funds. For information on Direct Loan terms, interest rates, deferment, forbearance, income-based repayment, and loan default, visit <https://studentaid.gov> or contact the Direct Loan Servicing Center. First-time student loan borrowers at KCBA are required to complete online entrance counseling. Borrowers are provided with exit counseling upon leaving the institution.

Verification

The U.S. Department of Education may select your FAFSA for verification. The school will request additional documentation such as a verification worksheet, federal tax return or IRS Tax Return Transcript, and W-2 forms. Federal financial aid will not be awarded or disbursed until verification is complete.

Credit Balance

If your financial aid award exceeds your direct costs, you will receive a credit balance refund, generally within 14 calendar days, unless you authorize the school to hold the funds.

Student Consumer Information

FERPA – Disclosure of Education Records

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records:

1. The right to inspect and review education records within 45 days of a request for access.
2. The right to request amendment of records believed to be inaccurate, misleading, or in violation of privacy rights.
3. The right to provide written consent before the institution discloses personally identifiable information, except as authorized by FERPA.
4. The right to file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202-5901.

KC Beauty Academy does not release Directory Information. Student records are confidential. State law requires the school to maintain records for a six (6) year period. Student transcripts are retained permanently.

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 accessible only to agencies or individuals authorized by law, without written permission of the student. Students may request a review by writing to the School Director. KC Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. Additional transcripts, diploma reprints, or POT copies are \$10.00 each. Financial accounts must be current prior to the institution furnishing any certificates or proof of training documents.

NOTE: 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.

Performance Statistics – NACCAS Annual Report

KC Beauty Academy is accredited by NACCAS and recognized by the U.S. Department of Education. NACCAS requires schools to disclose outcome rates for the main campus, all additional campuses as a whole, and by related programs. KCBA operates a single campus; rates below represent both institution-wide and single-campus data.

Outcome Measure	Rate — All Programs, Report Year 2024
Graduation Rate	100%
Placement Rate	83.33%

Outcome Measure	Rate — All Programs, Report Year 2024
Licensure Rate	83.78%

Program Specific Summary (CIP 12.04 – Cosmetology and Related Personal Grooming): Graduation 100% | Placement 83.33% | Licensure 83.78%.

BPPE School Performance Fact Sheet

The BPPE requires schools to provide prospective students with a copy of the School Performance Fact Sheet (SPFS), which provides information about graduation rates, job outcomes, and other relevant data. Students can access the SPFS at: <https://kcbeautyacademy.com/consumer-information/>

Student Diversity Information

KC Beauty Academy regularly reports student diversity information to the Integrated Postsecondary Education Data System (IPEDS). For gender and race/ethnicity data, visit the National Center for Education Statistics.

Professional Licensure Disclosure (34 CFR §668.43(a)(5)(v))

KC Beauty Academy's programs in Cosmetology, Esthetician, Barbering, Manicuring, Barber-to-Cosmetology Crossover, and Cosmetology-to-Barber Crossover are designed to meet the educational requirements for professional licensure in California as administered by the California Board of Barbering and Cosmetology. KC Beauty Academy has determined that its curriculum meets the licensure requirements of the State of California for each program offered.

Students who are enrolled through distance education (hybrid) and are located in a state other than California, or who intend to seek employment in a state other than California, should be aware that licensure requirements vary by state. KC Beauty Academy has not made a determination that its programs meet the educational requirements for licensure or certification in any state other than California. Students in this situation are strongly encouraged to contact the relevant licensing board in their intended state of employment prior to enrollment to confirm whether KCBA's curriculum satisfies that state's requirements. Failure to do so may result in ineligibility for licensure outside of California.

Campus Safety & Security

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, procedures, crime prevention information, and crime statistics. The most recent report is available at: <https://kcbeautyacademy.com/consumer-information/>

Copyright Infringement Policy

Unauthorized exercise of the exclusive rights granted to a copyright owner under Section 106 of the Copyright Act (17 U.S.C.) constitutes copyright infringement. This includes downloading or uploading substantial parts of copyrighted works. Civil copyright infringement may result in damages of \$750–\$30,000 per work infringed; willful infringement up to \$150,000 per work. Criminal penalties may include imprisonment up to five years and fines up to \$250,000 per offense. For more information, visit www.copyright.gov.

Student Grievance Procedure

Each accredited institution must have an internal complaint or grievance procedure. Students are informed of this policy at the beginning of their program (at orientation). Students wishing to express a concern are encouraged to use the school's internal complaint process first; however, it is not required that students use the internal complaint process before filing a complaint with NACCAS or another regulatory body.

Informal Resolution

Students are encouraged to first attempt to resolve concerns informally by speaking directly with the instructor or staff member involved, escalating to the Director or school administrator if needed.

Formal Grievance Process

To file a formal complaint:

1. Complete the Grievance Form (available in the office or via email request). Forms for filing a complaint are available to all students.
2. Submit the completed form to any Director on-site or via email.
3. The school will acknowledge receipt of the grievance within 5 business days.
4. The school will review and conduct a thorough investigation, scheduling meetings with all pertinent parties.
5. A determination and resolution will be communicated to the student in writing.

Records of complaints and their resolution are retained according to the school's record-keeping policy.

External Complaint Resources

If the problem cannot be resolved through the formal grievance process, students may report the concern to:

Bureau for Private Postsecondary Education (BPPE)	1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798 Phone: (916) 431-6959 or (888) 370-7589 www.bppe.ca.gov
NACCAS	3015 Colvin Street, Alexandria, VA 22314 Phone: (703) 600-7600 www.naccas.org
Board of Barbering and Cosmetology	P.O. Box 944226, Sacramento, CA 94244-2260 Phone: (800) 952-5210

Student Rights

The California Bureau for Private Postsecondary Education (BPPE) regulates private postsecondary educational institutions in California. Students have the following rights:

1. Right to Consumer Protection
2. Student Tuition Recovery Fund (STRF)
3. Cancellation and Withdrawal Rights
4. Right to Transparent Information
5. Quality Education Standards
6. Right to Receive School Catalog and Copy of Enrollment Agreement
7. Right to Receive Your Transcript
8. Right to Contact BPPE at www.bppe.ca.gov.

School Standards & Policies

Student Conduct

Professional conduct is crucial in obtaining and keeping employment in the beauty industry. KC Beauty Academy has established guidelines for proper conduct, emphasizing regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Dishonesty (including cheating, plagiarism, knowingly assisting another student in cheating, or furnishing false information to staff) may result in probation, suspension, or termination.
2. Students are responsible for any theft or damage to institution property and will be expected to reimburse the institution.
3. Actions that disrupt the learning environment of other students (fighting, use of profanity, harassment, cheating, stealing) are prohibited.
4. Students may not be under the influence of or in possession of intoxicating beverages or drugs while in school.
5. Students may not possess any type of weapon or create a safety hazard on school property.
6. Animals are not permitted on school grounds, with the exception of assistance animals for the physically impaired.
7. The school does not provide childcare services. Children are not permitted in 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. Provide family members with the school's phone number (213) 253-9999 for emergencies.

Dress Code & Professional Image

A professional image is required for successful participation at school. Students who fail to maintain the dress code will be asked to clock out and be sent home.

Group	Requirements
Cosmetology Students	Black solid scrubs (top + bottom), no logos; school-issued aprons during practical training.
Esthetician Students	Grey solid scrubs (top + bottom), no logos.
Manicuring Students	Blue/Navy solid scrubs (top + bottom), no logos.
All Students	Black outerwear/jackets with no logos; student ID tags at all times (replacement \$5.00); closed-toe shoes with heels no higher than 2 inches; no crocs or slippers; nails kept short and well-manicured.

Suspension & Termination

A student may be suspended or terminated for any infraction or noncompliance with academy policies, rules, or academic failure, including:

- Conduct detrimental to fellow students, individuals, the community, or the academy.
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to academy property.
- Failure to maintain satisfactory academic progress.
- Failure to meet satisfactory clinical standards.
- Refusal to accept clients assigned by the instructor in the student clinics.
- Failure to meet the school's attendance policy.
- Failure to meet financial obligations to the academy.

- More than 14 consecutive calendar days of absences (except students on an approved LOA).

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

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 comply will lead to dismissal.

Drug Abuse Prevention Program

KC Beauty Academy strictly enforces a zero-tolerance drug and alcohol policy on campus. Any individual seeking information, counseling, or assistance concerning Drug Abuse Prevention may contact:

Los Angeles Center for Alcohol and Drug Abuse | 473 East 3rd Street A&B, Los Angeles, CA 90012 | (213) 626-6411

Emergency Plan

The emergency preparedness plan is available to both students and staff, including fire evacuation routes and emergency procedures. Students are informed of emergency evacuation plans during orientation.

Student & Employee Fraternization Policy

Employees are prohibited from dating or engaging in improper fraternization with students, regardless of the student's age or consent. Employees may not socialize with students outside the school environment. Inappropriate behavior includes, but is not limited to: flirting, making suggestive comments, dating, requesting sexual activity, physical displays of affection, giving inappropriate gifts, frequent personal communication unrelated to coursework, and engaging in sexual contact. Students who witness or are aware of inappropriate conduct between an instructor or staff member and a student should report it to the School Director immediately.

Other School Policies

Personal Property	KCBA assumes no responsibility for loss or damage to student personal property or vehicles on or adjacent to institution property.
Field Trips	When appropriate, off-campus field trips may be arranged. Students use their own transportation. Field trips are not mandatory.
Pregnancy	Students who are pregnant at enrollment must provide written authorization from their attending physician prior to starting. A LOA due to pregnancy will affect the expected graduation date.
Program & Policy Changes	KCBA reserves the right to make reasonable changes to program content, materials, and equipment, and changes to organizational structure, policy, and procedures as circumstances dictate.
Non-Disparagement Policy	Students are encouraged to voice concerns and constructive criticism to management directly so problems can be addressed in a timely manner. Our open-door policy is designed to provide a means to share ideas and views.

Student Services

KC Beauty Academy's staff is always available to attend to the needs of the student body. Student services are available regarding transportation, childcare, and professional counseling services available within the community.

Reasonable Accommodations for Disabled Individuals

KC Beauty Academy complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and its subsequent amendments. No qualified disabled person is excluded from enrolling by reason of their disability. KCBA admits individuals whose disabilities would not create a safety hazard to themselves or classmates and would not interfere with their ability to benefit from the training. Students with disabilities should contact the Admissions Advisor for information about available programs and services.

Advisory Services

Advisory services are provided to any student on career or educational needs prior to entry, upon entry, and after graduation. KC Beauty Academy does not provide on-site counseling, childcare, transportation, or housing services; however, staff will refer students to appropriate outside professionals and community resources in these areas upon request. Students can schedule appointments with the School Director, Financial Aid Officer, or an instructor of their preference.

Career Opportunities

Graduates who receive their licenses have career opportunities in roles including: hair stylist, skin care specialist, nail technician, barber, makeup artist, salon manager or owner, salon trainer, product representative, educator, and platform artist.

Career Services

KC Beauty Academy actively assists students in obtaining employment in their respective fields; however, the school does not guarantee placement. Career placement assistance is provided by the Admissions and School Directors. Employment assistance includes:

- Training in professionalism, resume development, interview preparation, and job search skills.
- Inviting employers to meet and speak with students.
- Job opportunities posted to the student board and sent via email.
- Additional counseling sessions available upon request.
- Student referrals sent directly to salons and spas seeking employees.
- Local salons and spas visit the campus to meet students and discuss employment opportunities.

Externship Program

The Externship Program at KC Beauty Academy provides students with real work experience in salons throughout the greater Los Angeles area while earning clock-hour credit toward graduation. Participation is voluntary for both students and salons.

Student Eligibility Requirements:

1. Academic standing of 75% or higher and attendance rate of 70% or higher.
2. Tuition account must be current.
3. Student must have completed a minimum of 60% of required clock hours.

Student Responsibilities:

- Students cannot accrue more than 10% of the contracted course hours in the externship.
- The extern shall not exceed 25 hours per week.
- Student and institution must sign the externship agreement packet before participation begins.
- Student must wear their School Extern ID at all times at the externship establishment.

Salon Establishment Requirements:

- The establishment must adhere to all regulations outlined in the written agreement provided by the institution.
- The establishment must be licensed by the state and in good standing.
- Each individual supervising students must hold a valid California license for the program being supervised.
- The establishment must evaluate student performance using the Extern Progress Report Document. A manager or supervisor must sign and document each participation instance.
- Establishments must complete a certificate of attendance and training hours as related to course requirements.

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

Housing Information

(A) KC Beauty Academy does not have dormitory facilities under its control. (B) Housing options are available near the institution in downtown Los Angeles; the approximate cost of housing in Los Angeles County is \$2,334 per month (2026 estimate). (C) KC Beauty Academy has no responsibility to find or assist a student in finding housing.

Library & Learning Resources

KC Beauty Academy maintains a library of supplemental resources for student use, including: laptops with internet access, online licensing preparation from CIMA, instructional videos for all enrolled programs, magazine publications, and books. Partnerships with Dermalogica, Milady, Wella, Bio-Therapeutic, and Sugarlash provide students with ongoing continuing education resources. Books may be checked out overnight with instructor/staff permission; all books must be returned the following day.

Parking & Transportation

KC Beauty Academy does not provide free parking for students. The school is accessible by the Los Angeles Metro Gold Line at the Little Tokyo/Arts District station at 1st and Alameda St.

Tutoring Assistance

Staff and faculty are available to assist students experiencing academic difficulties. Students are encouraged to meet with their instructors to discuss academic concerns or skill-building practices.

Faculty & Administration

Each faculty member at KC Beauty Academy is dedicated to the success of our enrolled students. Instructional staff possess current state licenses and represent years of experience and expertise in their fields. 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.

Administration:

Name	Title
Glenn Koach	Owner / CEO
Yuko Koach	Founder, Board Member
Jenny Duenas	School Director
Rino Koach	Admissions Director
Jezabel Velasquez	Financial Aid Officer

Faculty:

Name	Title	Qualifications
Jenny Duenas	Substitute Instructor	Licensed Cosmetologist with over 21 years of experience
Joshua Pena	Cosmetology Instructor	Licensed Cosmetologist with over 19 years of experience
Julia Martin	Esthetician Instructor	Licensed Esthetician with over 18 years of experience
Nancy Angsuvarn	Manicuring Instructor	Licensed Manicurist with over 15 years of experience