

# AAA BEAUTYCOLLEGE

## SCHOOL CATALOG

EFFECTIVE 7-01-2025 TO 6-30-2026

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4774 Clairemont Mesa Blvd

San Diego, CA 92117

Phone (858) 737-4858

where all instruction occurs

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This is true and correct in content and policy.

**Director's signature:** [Mr. Trung Phan](#)

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## WELCOME MESSAGE

Mr. Trung Phan, President of the AAA Beauty College, wants to help others to become self-supporting. Education is the best way to help others to begin to support themselves, thus the inception of the AAA BEAUTY COLLEGE (AAABC). It is a dream realized for Mr. Trung Phan, a place where students are able to attain a good education with career training to assist them in fulfilling the AMERICAN DREAM of success.

It is a pleasure to have you join us at AAA BEAUTY COLLEGE (AAABC). Our goals are to help you discover your ability to transform your life and others, by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

## FACILITIES

AAA Beauty College is conveniently located near public transportation and shopping centers at 4774 Clairemont Mesa Blvd, San Diego, California 92117. The atmosphere provides an ideal environment for learning the profession of Cosmetology.

AAA Beauty College is a spacious facility. The physical area is approximately 3,600 square feet which includes classrooms for theory and demonstrations. The facility consists of a reception area, administrative office, combined lecture/lab classrooms, clinic areas, student resource library, and a student/faculty lunchroom. Additionally, individual lockers are provided for students to secure their personal belongings. The facility and equipment used fully comply with Federal, State, and Local laws, regulations and ordinances regarding fire safety, building safety, and health regulations.

In addition, the school has 5 shampoo bowls, 12 dryers, 2 facial chairs, 6 manicure stations, 25 hairstyling chairs, 1 stove & 3 non-electric combs, 1 stove & 3 non-electric curling irons, 1 electric curling iron, 1 towel steamer, 2 computers for office, 2 computers for students, 2 copy machines, and textbooks approved by the board for each course. Instruction occurs at 4774 Clairemont Mesa Blvd, San Diego, California 92117 with the facility occupancy level accommodating 100 students per shift.

## MISSION STATEMENT

The mission of AAA Beauty College is to offer training that successfully prepares graduates with the skills needed to secure **entry-level** employment in the broad fields of Cosmetology, which includes Manicurist, Advanced Manicurist, Barbering, Esthetician and Massage Therapy programs **and** to prepare students for, and to pass the related state of **California licensure exams**. ***Our students' success is our success.***

## BPPE APPROVAL

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations, and with state standards as set forth in the CEC and 5, CCR. The bureau website is: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## ACCREDITATION STATUS

AAA Beauty College is a **Candidate for Accreditation** with the National Accrediting Commission of Career Arts and Sciences (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703)600-7600.

## CATALOG INFORMATION

AAA Beauty College is a private institution. AAA Beauty College catalog is provided to students via the web site, electronically, or a print version is available at the school, upon request. 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 and is on the school's web page. AAA Beauty College catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).5.

Any questions that you have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

**Physical Address:** 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

**Mailing Address:** P.O. Box 980818, West Sacramento, CA 95798-0818

**Website address:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Telephone & Fax #s:** (888)370-7589 or (916)574-8900 by fax (916)263-1897

A student or any member of the public may file a complaint about the 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 website [www.bppe.ca.gov](http://www.bppe.ca.gov). PROGRAMS

AAA Beauty College is presently offering the following programs:

Program	Hours	Language (s)	Traditional learning (on-site)	Distance Learning (Hybrid)
Cosmetology	1,000	English & Vietnamese	Yes	Yes, in English only
Barbering	1,000	English	Yes	Yes, in English only
Esthetician	600	English & Vietnamese	Yes	Yes, in English only
Manicurist	400	English & Vietnamese	Yes	Yes, in English only
Advanced Manicurist	600	English & Vietnamese	Yes	Yes, both languages
Massage Therapy	600	English	English	No

## DISTANCE EDUCATION (Hybrid Learning)

Education provided via Distance Education (a hybrid program) may not be accepted for reciprocity or eligible for licensure in other states. It may take up to 5 days for grades earned via distance education to be posted in your student record.

## INTERNATIONAL STUDENT VISAS

The AAA Beauty College does accept students from other countries and does not offer International Student Visas (I-20). No visas of any kind are issued by this institution. ESL: This institution does not offer instruction in English as a second language

## LANGUAGES & LANGUAGE PROFICIENCY

Programs for Barbering and Massage Therapy are taught in English only. Student must have the ability to read and write in English at the level equivalent of a graduate of an American high school as demonstrated by the

possession of a high school diploma, GED or passage of the California high school proficiency exam. We do not provide English language translators or ESL classes. However, if a student's primary language is not English, the school allows the student to bring in an interpreter, when signing the Enrollment Agreement to obtain a clear understanding of the terms, conditions, disclosures and statements. Programs Cosmetology, Esthetics, Manicurist and Advanced Manicurist are taught in both English and Vietnamese. To take a program in English, the student must have the ability to read and write in English at the level equivalent of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. To take a program in Vietnamese the student must have the ability to read and write in Vietnamese at the level equivalent of a graduate of a high school as demonstrated by the possession of a high school diploma, GED.

#### PROGRAM SCHEDULES AND LENGTHS

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>*Cosmetology 1,000 hours English</b> 40 hours/ Week 25weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:30 am to 5:30pm	9:30 am to 5:30pm	9:30 am to 5:30pm
<b>*Cosmetology 1,000 hours English Hybrid</b> 40 hours/ Week 25weeks total	N/A	<b>**9:00 am to 5:30pm</b>	<b>**9:00 am to 5:30pm</b>	9:00 am to 5:30pm	9:00 am to 5:30pm	9:30 am to 5:30pm
<b>*Cosmetology 1,000 hours Vietnamese</b> 40 hours/ Week 25weeks total	N /A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Barbering 1000 hours English</b> 40 hours/ Week 25 weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Barbering 1000 hours English Hybrid</b> 40 hours/ Week 25 weeks total	N/A	<b>**9:00 am to 5:30pm</b>	<b>**9:00 am to 5:30pm</b>	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Esthetician 600 English</b> 40 hours/ Week 15 Weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Esthetician 600 Vietnamese</b> 40 hours/ Week 15 Weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Esthetician 600 English Hybrid</b> 40 hours/ Week 15 Weeks total	<b>**9:00 am to 5:30pm</b>	<b>**9:00 am to 5:30pm</b>	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	N/A

*Manicurist 400 Hours English 40 hours/ Week 10 weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
*Manicurist 400 Hours Vietnamese 40 hours/ Week 10 weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Manicurist 400 Hours English Hybrid</b> 40 hours/ Week 10 weeks total	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	<b>**9:00 am to 5:30pm</b>	<b>**9:00 am to 5:30pm</b>	N/A
*Advanced Manicurist 600 Hours English 40 hours/ Week 15 Weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Advanced Manicurist 600 Hours English Hybrid</b> 40 hours/ Week 15 Weeks total	N/A	<b>**9:00 am to 5:30pm</b>	<b>**9:00 am to 5:30pm</b>	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
*Advanced Manicurist 600 Hours Vietnamese 40 hours/ Week 15Weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm
<b>*Advanced Manicurist 600 Hours Vietnamese Hybrid</b> 40 hours/ Week 15Weeks total	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	<b>**9:00 am to 5:30pm</b>	<b>**9:00 am to 5:30pm</b>	N/A
*Massage Therapist 600 Hours English 40 hours/ Week 15 Weeks total	N/A	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm	9:00 am to 5:30pm

\*These schedules include a ½ hour lunch during which clock hours are not earned.

\*\* These days are distance (Hybrid) Learning

## NEW STUDENT ORIENTATION

Student orientation is required and held on **or before** the first day of class, ***no clock hours are earned.***

Orientation takes place on campus. The orientation provides information regarding the instructional program, course content, office policies, school facilities, campus security, and satisfactory academic progress. Students gain full awareness of their responsibilities by understanding the school policies.

### SCHOOL HOURS, NEW CLASS START DATES (CALENDAR)

The AAA Beauty College begins new classes each Tuesday of every month. Hours of operation for The AAA Beauty College are Tuesday –Saturday 9:00am-5:30pm. Inquire with staff for additional start dates.

### ADMINISTRATION HOURS

Students can obtain information from Administration and/or to complete enrollment documents on Fridays from 9:00am-4:00pm, or with an appointment (including weekend appointments) by contacting [AAABeautycollege@gmail.com](mailto:AAABeautycollege@gmail.com).

### SCHOOL HOLIDAYS FOR CATALOG PERIOD

The school observes the following holidays and is closed in observance:

New Year's Day  
Memorial Day  
Independence Day - 4th of July  
Thanksgiving Day  
Christmas Day

***Additional closures*** may be declared for staff training, emergencies, COVID 19 mandated closure, or other reasons. School closures will be posted in advance unless there is a health or weather in which case they will receive a text message and posted on the school's web site. Any days the school is closed do not count towards the student's satisfactory academic progress.

### ADMISSION PROCEDURES AND REQUIREMENTS

- All students must be 17 years of age, prior to beginning their program.
- Prospective students are required to visit AAA Beauty College facility, prior to enrollment. The purpose of the school tour is to discuss your personal education and career plans with our school staff prior to enrolling or signing an enrollment agreement. This will allow you to know that AAA Beauty College, our courses, and our educational philosophy are the right fit for you before you make your final decision.
- Provide their Social Security number or ITIN.
- Provide valid, non-expired, government issued photo identification or driver's license.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a High school diploma or GED.
- **Ability to Benefit Exam (ATB):** Ability to Benefit Exam: AAA Beauty College accepts Ability-to-Benefit students, the test used is CELSA, which is administered by an independent party. The score required for admission is 37 on form #1 and 34 on form# 2. ATB passing score may be used in place of checklist Item #1 above (GED or HS Diploma).
- This institution does not award credit for prior experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.



### TRANSFER POLICY (From another Institution)

The transferability of credits or services you've earned from another institution is determined **at the sole discretion of AAA Beauty College's administration**; you *may* be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. VA student transcripts from **all** prior post-secondary schools will be evaluated prior to enrollment. As of this date AAA Beauty College does accept Veteran's Educational Funding.

### RE-ENTRY

A student who withdraws from **AAA Beauty College** may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment, if re-entry occurs within 180 days of last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re-enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services they will receive credit for, and such review and transferring of hours will be at the sole discretion of the school's Director. At time of re-entry both the non-refundable \$100 application fee and \$100 registration fee must be paid, again.

### STATEMENT OF NON-DISCRIMINATION

In compliance with federal, state and local government requirements, AAA Beauty College does not discriminate against any individuals in our employment process, admission, instruction, school administered program, and graduation policies on the basis of ethnic origin, color, race, age, religion, sex, creed, area of origin or residence, handicap, or financial status.

### HEALTH AND PHYSICAL CONSIDERATIONS

Prospective students should be aware of the physical demands required of a professional licensed in Cosmetology working as a Manicurist, Massage Therapist, Barber or Esthetician. These occupations in this field generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all **regulatory oversights** and safety policies and procedures to work in these fields. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in cosmetology industry. Exposure to chemicals used in the cosmetology industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, professionals in these professions must be in good physical health. He/she will be working in direct contact with customers. This profession may require **extensive physical demands** including a great deal of standing while working with clients, including shoulder, arm and hand muscle movements. Perspective **students understand they need to meet the requirements set forth by employers, once employed, in addition to possessing a professional public demeanor and continuing education required by licensure.**

## TUITION AND FEES

Program	Registration*	Books**	Kit**	Uniform**	Tuition	Total Charges for Current Period of Attendance	Estimated total Charges for Entire Program
<b>Cosmetology 1000 hours</b>	\$100	\$365	\$500	\$20	\$15,000	\$15,985	<b>\$15,985</b>
<b>Barbering 1000 hours</b>	\$100	\$365	\$500	\$20	\$15,000	\$15,985	<b>\$15,985</b>
<b>Esthetician 600 hours</b>	\$100	\$350	\$300	\$20	\$9,000	\$9,770	<b>\$9,770</b>
<b>Advanced Manicurist 600 hours</b>	\$100	\$325	\$175	\$20	\$9,000	\$9,620	<b>\$9,620</b>
<b>Manicurist 400 hours</b>	\$100	\$325	\$175	\$20	\$6,000	\$6,620	<b>\$6,620</b>
<b>Massage Therapist 600 hours</b>	\$100	\$350	\$200	\$20	\$9,000	\$9,670	<b>\$9,670</b>

Program costs the same for English and Vietnamese programs.

Courses with DL Distance Learning – Hybrid and without DL have the same pricing.

Distance Learning –Hybrid: At present there are no additional charges for Distance Learning, Verification or Distance Learning eBooks.

\*\*Non-Refundable after 7 days of signing Enrollment Agreement

\* Non-Refundable

\*Non-Refundable STRF Fee as of 4/1/2024 is \$0.00

If a student was given a tuition discount at time of enrollment and has decided to withdraw from the program before completion, the tuition discount is then considered void, and the remaining cost will be at the expense of the student.

#### TUITION FOR TRANSFER STUDENTS

*The tuition portion of a transfer students fees, excluding books required, will be computed on a pro rata basis of the number of the hours they are contracting at the current tuition rate.*

#### NON INSTITUTIONAL FEES

The state of State licensing exam fee is the responsibility of the student.

#### PAYMENT METHODS

Methods of payment accepted are cash, credit card, check or money order, ZELLE and the **AAA Beauty College payment plan**. A non-sufficient funds fee of \$25 will be added for returned checks. Third party payments are accepted; however, it is the responsibility of the student for payment of all fees.

**AAA Beauty College does not currently accept Title IV Funding or Veteran's Education funding as a form of payment, as of this date.**

#### EXTRA INSTITUTIONAL CHARGES

Overtime Charges may be charged at \$15.00/ hour when a student exceeds their contract end date. **All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.**

#### LOAN REPAYMENT AND FINANCIAL AID DISCLOSURES

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

#### COURSE / PROGRAM OUTLINES

	<b>Cosmetology (1,000 Hours)</b>
<b>Program Description</b>	A 1000-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job-related skills on diverse (as well as multi-ethnic) hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
<b>Program Mission &amp; Objectives</b>	The mission of AAA Beauty College is to offer training that successfully prepares graduates with the skills needed to secure <b>entry-level</b> employment in the broad fields of Cosmetology, which includes Manicurist, Advanced Manicurist, Barbering, Esthetician and Massage Therapy programs <b>and</b> to prepare students for, and to pass the related state of <b>California licensure exams</b> . <i><b>Our students' success is our success.</b></i>
<b>Total Clock Hours</b>	This program is 1000 clock hours in length. The full-time program is 40 hours a week, Tuesday through Saturday.
<b>Graduation Requirements</b>	Students are eligible for graduation, and to receive an AAA Beauty College diploma providing they have completed all required clock hours, have a satisfactory (75%) grade in SAP academic progress (qualitative), have completed all assigned projects and either have paid their tuition and fees in full or have entered into a payment plan agreement for payment of tuition.

<b>Exams&amp; Grading System</b>	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75% to maintain satisfactory attendance progress. There is a final practical and written test. A score of 75% or higher is required to graduate.
<b>Languages</b>	This program is offered in both English and Vietnamese
<b>Distance Learning</b>	Yes, English only for Distance Learning
<b>Professional Development/ Job Search</b>	AAA Beauty College assists students/ graduates in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base, retention and a job posting board. AAA Beauty College <b><u>cannot</u></b> <b>guarantee employment.</b>
<b>Textbooks</b>	Milady Standard Cosmetology, 14th Edition, 2024 ISBN · 9780357921081; Board of Barbering and Cosmetology Act and Regulation 2003 found at: <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a>
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	School instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
<b>Instructional Methods</b>	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos. Distance learning, as above.
<b>Units of Instruction</b>	<p><u>100 Hours - Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Includes: <u>Board Approved Health &amp; Safety Course</u> (B&amp;P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p> <p><u>100 Hours - Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p> <p><u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p> <p><u>200 Hours Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p> <p><u>150 Hours Skin Care:</u> Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.</p> <p><u>50 Hours Hair Removal and Lash and Brow Beautification:</u> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.</p>

	<p><u>100 Hours Manicure and Pedicure:</u> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.</p> <p><u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book</p> <p><u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service.</p> <p><b>The program is a total of 1,000 hours. 400theory and 600 practical hours.</b></p>
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	<b>Barbering (1,000 Hours)</b>
<b>Program Description</b>	A 1000-hour course which includes the study and practice of all aspects of the beautification and care of the hair and skin. The course provides for both classroom instruction and supervised practice of job-related skills such as hairdressing, hair cutting, shaving, coloring and skin care services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry, health, etc.
<b>Program Mission &amp; Objectives</b>	The mission of AAA Beauty College is to offer training that successfully prepares graduates with the skills needed to secure <b>entry-level</b> employment in the broad fields of Cosmetology, which includes Manicurist, Advanced Manicurist, Barbering, Esthetician and Massage Therapy programs <b>and</b> to prepare students for, and to pass the related state of <b>California licensure exams. <i>Our students' success is our success.</i></b>
<b>Graduation Requirements</b>	Students are eligible for graduation, and to receive an AAA Beauty College diploma providing they have completed all required clock hours, have a satisfactory (75%) grade in SAP academic progress (qualitative), have completed all assigned projects and either have paid their tuition and fees in full or have entered into a payment plan agreement for payment of tuition.
<b>Instructional Methods</b>	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.
<b>Total Clock Hours</b>	This program is 1000 clock hours in length. The full-time program is 40 hours a week, Tuesday through Saturday.
<b>Exams&amp; Grading System</b>	<p>Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%to maintain satisfactory attendance progress. There is a final practical and written test. A score of 75% or higher is required to graduate.</p> <p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75% to maintain satisfactory (academic) progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.</b> A student's grade point average is determined by a combined average of all practical and written examinations.</p>

	Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i> . The grading scale is listed below.  <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>75% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>74% &amp; below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	75% - 79%	D-F	Fail/Unsatisfactory	74% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	75% - 79%											
D-F	Fail/Unsatisfactory	74% & below											
Languages	This program is offered in both English and Vietnamese.												
Distance Learning	Yes, for English Only.												
Textbooks	Milady's Standard Barbering, 7th Edition, # ISBN: 9798214499260 Board of Barbering and Cosmetology Act and Regulation 2003 found at: <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a>												
Internship/Externship	None												
Faculty & Qualifications	School instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos. Distance learning, as above.												
Units of Instruction	<p>The course includes 1000 hours of instruction, including:</p> <p><u>100 Hours - Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p><u>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p> <p><u>100 Hours - Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p> <p><u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p> <p><u>300 Hours - Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p> <p><u>200 Hours - Shaving and Trimming of the Beard:</u> Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.</p> <p><u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book</p> <p><u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.</p> <p><b>The program is a total of 1,000 hours. 400 theory and 600 practical hours</b></p>												

	Esthetician (600 Hours)												
Program Description	The Esthetician Course offers a complete 600-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.												
Program Mission & Objectives	The mission for the AAA Beauty College is to offer training that successfully prepares graduates with the skills needed to secure <b>entry-level</b> employment in the broad fields of Cosmetology, which includes Manicurist, Advanced Manicurist, Barbering, Esthetician and Massage Therapy programs <b>and</b> to prepare students for, and to pass the related state of <b>California licensure exams. <i>Our students' success is our success.</i></b>												
Graduation Requirements	Students are eligible for graduation, and to receive an AAA Beauty College diploma providing they have completed all required clock hours, have a satisfactory (75%) grade in SAP academic progress (qualitative), have completed all assigned projects and either have paid their tuition and fees in full or have entered into a payment plan agreement for payment of tuition.												
Total Clock Hours	This program is 600 clock hours in length. The full-time program is 40 hours a week, Tuesday through Saturday.												
Exams& Grading System	<p>Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%to maintain satisfactory attendance progress. There is a final practical and written test. A score of 75% or higher is required to graduate.</p> <p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75% to maintain satisfactory (academic) progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.</b> A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below.</p> <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>75% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>74% &amp; below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	75% - 79%	D-F	Fail/Unsatisfactory	74% & below
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B	Very Good	80% - 89%											
C	Satisfactory	75% - 79%											
D-F	Fail/Unsatisfactory	74% & below											
Languages	This program is offered in both English and Vietnamese.												
Distance Learning	For Vietnamese, only.												
Textbooks	Milady's Standard Esthetics Fundamentals, 113th Edition, 2024 ISBN-: # 978-0357378908 Board of Barbering and Cosmetology Act and Regulation 2003 found at: <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a>												
Internship/Externship	None												



<b>Faculty &amp; Qualifications</b>	School instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
<b>Instructional Methods</b>	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos. Distance learning, as above.
<b>Units of Instruction</b>	<p><u>100 Hours - Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Includes: <u>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p> <p><u>100 Hours - Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p> <p>use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.</p> <p><u>350 Skin in Care:</u> Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.</p> <p><u>50 Hours air Removal and Lash and Brow Beautification:</u> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.</p> <p style="text-align: center;"><b>The program is a total of 600 hours 240 theory and 360 practical hours</b></p>

	<b>Manicurist (400 Hours)</b>
<b>Program Description</b>	The Manicurist Course offers a complete 400-hour course in the science and art of manicuring. The program is designed to prepare and educate each student in the fundamentals of the basic manicuring education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Manicurist License. In addition, the course will incorporate the knowledge needed for entry level employment in salons or spas.
<b>Program Mission &amp; Objectives</b>	The mission of AAA Beauty College is to offer training that successfully prepares graduates with the skills needed to secure <b>entry-level</b> employment in the broad field of Cosmetology which includes Manicurist, Advanced Manicurist, Barbering, Esthetician and Massage Therapy programs and to prepare students for, and to pass the related state of <b>California licensure exams. <i>Our students' success is our success.</i></b>
<b>Graduation Requirements</b>	Students are eligible for graduation, and to receive an AAA Beauty College diploma providing they have completed all required clock hours, have a satisfactory (75%) grade in SAP academic progress (qualitative), have completed all assigned projects and either have paid their tuition and fees in full or have entered into a payment plan agreement for payment of tuition.
<b>Total Clock Hours</b>	This program is 400 clock hours in length. The full-time program is 40 hours a week, Tuesday through Saturday.



<b>Exams&amp; Grading System</b>	<p>Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%to maintain satisfactory attendance progress. There is a final practical and written test. A score of 75% or higher is required to graduate.</p> <p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75% to maintain satisfactory (academic) progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions.</b> A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below.</p> <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>75% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>74% &amp; below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	75% - 79%	D-F	Fail/Unsatisfactory	74% & below
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C	Satisfactory	75% - 79%											
D-F	Fail/Unsatisfactory	74% & below											
<b>Languages</b>	This program is offered in both English and Vietnamese.												
<b>Distance Learning</b>	Yes, English only.												
<b>Textbooks</b>	Milady’s Standard Nail Technology, 8th Edition, 2024 Board of Barbering and Cosmetology Act and Regulation 2003 found at: <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a>												
<b>Internship/Externship</b>	None												
<b>Faculty &amp; Qualifications</b>	School instructors must be currently licensed as a by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
<b>Units of Instruction</b>	<p><u>100 Hours Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health &amp; Safety Course (B&amp;P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p> <p><u>100 Hours Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the process.</p> <p><u>150 Hours Manicure and Pedicure:</u> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repair</p> <p><u>25 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service.</p>												

	<p><u>25 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book</p> <p><b>The program is a total of 400 hours.160 theory and 240practical hours.</b></p>
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	Advanced Manicurist (600 Hours)												
Program Description	The Manicurist Course offers a complete 600-hour course in the science and art of manicuring. The program is designed to prepare and educate each student in the fundamentals of the basic manicuring education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Manicurist License. In addition, the course will incorporate the knowledge needed for entry level employment in salons or spas.												
Program Mission & Objectives	The mission of AAA Beauty College is to offer training that successfully prepares graduate with the skills needed to secure <b>entry-level</b> employment in the broad field of Cosmetology which includes Manicurist, Advanced Manicurist, Barbering, Esthetician and Massage Therapy programs and to prepare students for, and to pass the related state of <b>California licensure exams. <i>Our students' success is our success.</i></b>												
Graduation Requirements	Students are eligible for graduation, and to receive an AAA Beauty College diploma providing they have completed all required clock hours, have a satisfactory (75%) grade in SAP academic progress (qualitative), have completed all assigned projects and either have paid their tuition and fees in full or have entered into a payment plan agreement for payment of tuition.												
Total Clock Hours	This program is 600 clock hours in length. The full-time program is 40 hours a week, Tuesday through Saturday.												
Exams& Grading System	<p>Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%to maintain satisfactory attendance progress. There is a final practical and written test. A score of 75% or higher is required to graduate.</p> <p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75% to maintain satisfactory (academic) progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.</b> A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below.</p> <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>75% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>74% &amp; below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	75% - 79%	D-F	Fail/Unsatisfactory	74% & below
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B	Very Good	80% - 89%											
C	Satisfactory	75% - 79%											
D-F	Fail/Unsatisfactory	74% & below											
Mode of Instruction	Traditional Classroom and School Salon Floor and Distance Learning, as below.												
Distance Learning	Yes, in English and Vietnamese.												
Textbooks	Milady's Standard Nail Technology, 8th Edition, 2024 ISBN-13: # ISBN10:												

	0357446860 Board of Barbering and Cosmetology Act and Regulation 2003 found at: <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a>
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	School instructors must be currently licensed as a by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
<b>Units of Instruction</b>	<p><u>100 Hours Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health &amp; Safety Course (B&amp;P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p> <p><u>100 Hours Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in</p> <p><u>150 Hours Manicure and Pedicure:</u> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repair</p> <p><u>150 Hours of Artificial Nail</u> application, repair and artistry</p> <p><u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service.</p> <p><u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book.</p> <p style="text-align: center;"><b>The program is a total of 600 hours.240 theory and 360 practical hours.</b></p>

<b>Massage Therapy(600 Hours)</b>	
<b>Program Description</b>	<p>The Massage Therapy Course offers a complete 600-hour course in the science and art of massage. The 600-Hour Massage Therapy Program is a comprehensive training designed to equip students with the knowledge, skills, and hands-on experience necessary to become competent, compassionate, and licensed massage therapists.</p> <p>This program blends <b>theory, practical application, and clinical experience</b>, covering both Eastern and Western modalities of bodywork. Students will study human anatomy, physiology, pathology, and kinesiology, as well as develop a deep understanding of massage techniques, client communication, and professional ethics.</p> <p>Through supervised clinical practice, students gain real-world experience working with diverse clients and conditions. Graduates will be prepared to sit for state licensure exams and begin a rewarding career in health and wellness.</p>
<b>Program Mission &amp; Objectives</b>	The mission of AAA Beauty College is to offer training that successfully prepares graduates with the skills needed to secure <b>entry-level</b> employment in the field of Massage Therapy program and to prepare students for <b>CAMTC Certification</b> . <i><b>Our students' success is our success.</b></i>

<b>Graduation Requirements</b>	Students are eligible for graduation, and to receive an AAA Beauty College diploma providing they have completed all required clock hours, have a satisfactory (75%) grade in SAP academic progress (qualitative), have completed all assigned projects and either have paid their tuition and fees in full or have entered into a payment plan agreement for payment of tuition.														
<b>Total Clock Hours</b>	This program is 600 clock hours in length. The full-time program is 40 hours a week, Tuesday through Saturday.														
<b>Exams&amp; Grading System</b>	<p>Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%to maintain satisfactory attendance progress. There is a final practical and written test. A score of 75% or higher is required to graduate.</p> <p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75% to maintain satisfactory (academic) progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions.</b> A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below.</p> <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>75% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>74% &amp; below</td></tr></table>			A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	75% - 79%	D-F	Fail/Unsatisfactory	74% & below
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D-F	Fail/Unsatisfactory	74% & below													
<b>Mode of Instruction</b>	Traditional Classroom and Clinical Training as below.														
<b>Distance Learning</b>	None														
<b>Textbooks</b>	<p>Theory &amp; Practice of Therapeutic Massage, 6<sup>th</sup> Edition 2017 ISBN-13: #9781285187587</p> <p>Student Reference for Anatomy &amp; Physiology, Spiral bound Version, 2<sup>nd</sup> Edition 2012 ISBN-13: #9781111642112</p> <p>Board of Barbering and Cosmetology Act and Regulation 2003 found at: <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a></p>														
<b>Internship/Externship</b>	None														
<b>Faculty &amp; Qualifications</b>	School instructors must be currently certified by CAMTC and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.														
<b>Units of Instruction</b>	<u>10 Hours Ethics:</u> Essential knowledge of ethical standards and professional behavior in the field of massage therapy. Emphasis is placed on establishing and maintaining professional boundaries, informed consent, confidentiality, cultural sensitivity, and client-therapist relationships. Students will learn to identify and navigate ethical dilemmas and understand the CAMTC Code of Ethics and its role in ensuring public safety and professional accountability.														

	<p><u>80 Hours Anatomy &amp; Physiology:</u> Foundational knowledge of human anatomy and physiology essential for safe and effective massage therapy practice. Students will study the structure and function of major body systems, including the muscular, skeletal, circulatory, nervous, lymphatic, respiratory, and integumentary system. <b>This includes 10 hours of anatomy lab.</b></p> <p><u>35 Hours Contraindications &amp; Pathology:</u> Foundational knowledge of human anatomy and physiology essential for safe and effective massage therapy practice. Students will study the structure and function of major body systems, including the muscular, skeletal, circulatory, nervous, lymphatic, respiratory, and integumentary systems.</p> <p><u>20 Hours Health &amp; Hygiene:</u> Provides comprehensive hands-on training in the practical application of massage therapy techniques. Students will develop the skills necessary to perform full-body massages using modalities such as Swedish, deep tissue, and other CAMTC-recognized methods. Emphasis is placed on proper body mechanics, palpation skills, client positioning, draping, and session flow.</p> <p><u>250 Hours Massage Hands-On Techniques:</u> Provides comprehensive hands-on training in the practical application of massage therapy techniques. Students will develop the skills necessary to perform full-body massages using modalities such as Swedish, deep tissue, and other CAMTC-recognized methods. Emphasis is placed on proper body mechanics, palpation skills, client positioning, draping, and session flow.</p> <p><u>15 Hours Massage Business and Professional Development:</u> Prepares students for successful entry into the massage therapy profession by providing essential knowledge in business operations, career planning, and professional development. Topics include business structures, marketing strategies, financial management, recordkeeping, insurance billing, and legal considerations relevant to massage therapists. Students will also explore resume building, interview skills, client communication, and strategies for maintaining a successful and ethical massage practice. Emphasis is placed on aligning business practices with CAMTC regulations and the highest standards of professionalism.</p> <p><u>90 Hours of Additional Subject Matter:</u> Includes Kinesiology Lab including, but not limited to, palpation, movement, range of motion, and end feel additional topics Modalities, Massage Theory, Massage History, Medical Terminology, Kinesiology Theory, SOAP Notes and Charting, Additional Core Hours.</p> <p><u>100 Hours Additional</u> Business, Laws.</p> <p><b>The program is a total of 600 hours: 240 theory and 360 practical hours.</b></p>
<b>CAMTC Certification Requirements</b>	<p>The Massage Therapy program is a 600-hours program that prepares students to become Massage Therapists. The minimum requirement for state certification by the California Massage Therapy Council (CAMTC) as a Massage Therapist in the state of California is 500 hours. Applicants must also have passed a CAMTC approved exam (the MBLEX or the BCETMB). The additional 100 hours in this program enhances an advanced level of skills to the student's training and expertise.</p> <p>The applicant must also provide the following: State Application signed, and Fee, Live Scan fingerprint, and a valid Government issued ID. There is a certificate renewal every two years.</p>

## DRAPING POLICIES

AAA Beauty College follows strict Massage Therapist Draping policies and practices to ensure compliance with the general laws of practicing massage therapy. A Massage Therapist Practitioner must appropriately drape the client. A proper drape

will not only ensure respect and privacy for the client but also comfort in the flow of massage. All Massage Therapy Practitioner must adhere to the following Draping policies of AAA Beauty College:

1. Draping is required for every massage therapy.
2. Massage Therapy Practitioner must drape the client to assure that the areas receiving treatment are exposed and the public area and genitals are not exposed.
3. Massage Therapy Practitioner must not reach under draping and/or clothing in a way that could risk touch of an area of the body for which the client has not given consent to be touched.
4. Massage Therapy Practitioner must only work on undraped part of the body that was consent by the client.
5. Massage Therapy Practitioner must inform the client of necessary adjustment need to be made during the massage session and must receive consent before making the adjustment to the drape.

## **PRACTICES**

To ensure the flow of a massage treatment session, AAA Beauty College Massage Therapy Practitioners follow various draping guidelines that are provided for different part of the body:

### **Draping The Back**

1. Draping must be appropriate to ensure not exposing the client behind. Drape sheet/cloth must cover at the minimum from the waist to half thigh. At the discreet of the client's request, the drape could extend further to provide comfort and security to the client but not exposing clients' privates.

### **Draping The Front**

2. Male – Draping must be appropriate to ensure comfort and client's privacy. Drape sheet/cloth must cover at the minimum of the belly button down to client's half thigh. Massage Therapy Practitioner must inform the client, when necessary, adjustment need to made to the drape. At the consent of the client, Massage Therapy Practitioner can adjust the drape to provide additional treatment.
  3. Female – Draping must appropriate to ensure comfort and client's privacy. Drape sheet/cloth must cover at the minimum of the belly button down to client's half thigh. In addition, the female breasts must be fully covered. Massage Therapy Practitioner must inform the client when necessary adjustment need to made to the drape. At the consent of the client, Massage Therapy Practitioner can adjust the drape to provide additional treatment.
- Draping

Massage Therapy Practitioner will provide treatment for undraped areas and must never treat beyond the undraped areas or under the drape to avoid unnecessary contact to clients' private body parts. By keeping these key concepts of draping in mind, AAA Beauty College ensures that the Massage Therapy Practitioners can focus on their training and practice with a relaxed patient, provide better treatments, and improve their practical skills.

In addition to the institution Massage Therapist Policies and Practices, AAA Beauty College also enforces CAMTC's Law that relates to massage therapy. AAA Beauty College adheres to CAMTC code of conducts in relation to Massage Therapy as well as maintaining a zero-tolerance educational environment for all students.

## **SUMMARY OF COMMON ACTIONS THAT VIOLATE CAMTC'S LAW**

This document is intended to provide a list of some common actions that violate CAMTC's law, but this is not, nor is it intended to be, a comprehensive list. For a comprehensive list of legal obligations and violations, please see Business and Professions Code sections 4600 et. seq., which can be found on CAMTC's website. Every case is evaluated on a case-by-case basis including the totality of the circumstances. The mere fact that conduct is not listed here does not mean that CAMTC can't take action on it. Likewise the fact that something is listed here doesn't mean that CAMTC is required to or will take action on it.

## **THE FOLLOWING CONDUCT VIOLATES THE MESSAGE THERAPY ACT**

- Touching or massaging a client's genitals or anus for any reason;
- Touching or massaging female breasts without first having both the client's agreeing in writing and a referral from a licensed California health care provider, like a doctor or Nurse;
- Failing to properly drape a client so that genitals, anus, or female breasts are exposed;



- Prostitution related acts, such as agreeing to provide sex acts for money, obtaining people to engage in prostitution, receiving money for prostitution acts others are engaged in, or owning or managing a massage business where acts of prostitution occur.
- Lewd conduct such as exposing yourself to clients or touching yourself in front of a client.
- Posting sexually suggestive ads for massage services. This means ads that suggest sex, such as:
  - Ads with women in bikinis, lingerie, underwear, bent over, or with cleavage showing;
  - Words that suggest that sex acts will take place, like “Happy Ending.”
- Engaging in sex acts on the premises of a massage business or while massaging someone for compensation. Even if both parties agree to engage in the sex act (for example a married couple), it is a violation of the law if it happens at a massage business or while providing a massage for money.
- Failing to properly supervise massage providers on the premises of a massage business.
- Convictions for acts that are substantially related to the qualifications, functions, or duties of a certificate holder. This includes infractions, municipal code violations, misdemeanors, and felonies for things like:
- Prostitution, sexual assault, multiple instances of petty theft, violent acts, and acts that happen at a massage business or while providing a massage (such as disturbing the peace)
- Being required to register as a sex offender in California or another state.
- Having your local permit or business license denied, revoked, suspended, fined, or acted against or getting an administrative or civil citation related to massage.
- Lying on your application or omitting all information requested on the application.
- Failing to update CAMTC and notify of things like new convictions, administrative or civil citations, arrests with charges filed for prostitution and other sexually related crimes, work or home address changes.
- Dressing inappropriately while visible to clients in a massage establishment. This means clothing that is transparent, see-through, or substantially exposes undergarments; or exposes breasts, buttocks, or genitals; or in swim attire if not providing a water-based modality approved by CAMTC.
- Failing to include name and certificate number in ads for massage services.
- Failing to notify CAMTC and update address or email address within 30 days of a change.

**California Massage Therapy Council’s mission is to protect the public by certifying massage professionals in California that meet the requirements in the law and approving massage programs that meet the minimum standards for training and curriculum.**

#### **MESSAGE THERAPY COURSE DISCLOSURES:**

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicant for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

AAA Beauty College’s Satisfactory Academic Progress Policy (**SAP**) is consistently applied to **all** students enrolled at the school in a NACCAS approved program, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. AAA Beauty College’s Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

## EVALUATION PERIODS

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **actual** hours. The chart below details the evaluation points applicable to each program.

Program	Course Length	Evaluation Points
Cosmetology	1000 clock hours	450 <b>actual</b> hours and 13 weeks 900 actual hours and 26 weeks
Barbering	1000 clock hours	450 actual hours and 13 weeks 900 actual hours and 26 weeks
Esthetician	600 clock hours	300 actual hours and 8.66 weeks
Advanced Manicurist	600 clock hours	300 actual hours and 8.66 weeks
Manicurist	400 clock hours	200 actual hours and 5.75 weeks
Massage Therapist	600 clock hours	300 actual hours and 8.66 weeks

## ACADEMIC YEAR

The institution operates all programs according to a schedule of 900 clock hours and 26 weeks per academic year of instruction.

## TRANSFER STUDENTS

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. SAP evaluation periods are based on actual contracted hours at the institution.

## ATTENDANCE PROGRESS -ALL PROGRAMS

Students are required to attend 75% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 75% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 133% of the scheduled course length which is the maximum time frame in which a student must complete the course.

## ACADEMIC PROGRESS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 75% to maintain



satisfactory (academic) progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. The grading scale is listed below.

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory	75% - 79%
D-F	Fail/Unsatisfactory	74% & below

#### MAXIMUM TIME FRAME(S)

Students are required to complete the program and/or course within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled hours. Students who exceed the maximum time frame Are allowed to continue on a cash pay basis only.

Program	Maximum Weeks 133%	Maximum Scheduled Hours
Cosmetology 1,000 hours 40 hours/ Week 25weeks total	33.25 Weeks	1,333
Barbering 1,000 hours 40 hours/ Week 25weeks total	33.25 Weeks	1,333
Esthetician 600 hours 40 hours/ Week 15 Weeks total	20 Weeks	798
Advanced Manicurist 600 hours 40 hours/ Week 15 Weeks total	20 Weeks	798
Massage Therapist 600 hours 40 hours/ Week 15 Weeks total	20 Weeks	798
Manicurist 400 hours 40 hours/ Week 10 Weeks total	13.50 Weeks	532

#### DETERMINATION OF PROGRESS

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. *Students deemed not maintaining*

*Satisfactory Academic Progress may have their Title IV funding and/or Veteran's educational funding interrupted, if applicable, unless the student is on warning.* Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

### WARNING (SAP)

Students who do not meet Satisfactory Academic Progress requirements at an Evaluation Point will be placed in the status of Warning. Students on Financial Aid Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

### PROBATION FOR SAP

AAA Beauty College is not presently offering SAP Probation or Appeal.

### LEAVES OF ABSENCE AND RE- ENROLLMENTS

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

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

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. Students not meeting Satisfactory Academic Progress standards will need to meet cumulative attendance of 75% and an academic cumulative grade 75% by the next evaluation period to be reestablish academic progress.

### EVALUATION RESULTS (SAP REPORTS)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). **The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.**

### INCOMPLETES, WITHDRAWALS & REPETITIONS

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

### ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file. The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

### TRANSFER STUDENTS AND SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been

exhausted. When transfer hours are accepted for training, SAP evaluation periods are based on actual contracted hours at the institution.

#### TITLE IV FUNDING & SAP

AAA Beauty College does **not** currently accept Title IV Funding as a form of payment, as of this date.

#### LATE ARRIVALS (Tardy Policy)

If a student is more than 15 minutes late for their scheduled start time, they are considered tardy, for the day. Excessive (more than 3 tardies in a month) are subject to the school's conduct policy.

#### EXCUSED AND UNEXCUSED ABSENCES

An absence is an absence at The AAA Beauty College. There is no contract extension for an excused absence, but the school does appreciate your calling in if you will know you will be out for scheduling salon floor appointments and staff scheduling. In the event a student is absent 14 consecutive calendar days, said student(s) will be dropped and are eligible, even welcomed to re-enroll per the terms of the re-enrollment policy.

#### LEAVE OF ABSENCE POLICY (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. AAA Beauty College will review requests for a Leave of Absences (LOA) for **all** students. An LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school's admission office, by email: [aaabeautycollege@gmail.com](mailto:aaabeautycollege@gmail.com) Requests will be granted for family medical reasons, jury summons, death in the family, military service **and other reasons approved by school's administration**. All students must follow AAA Beauty College's policy in requesting a LOA.

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. AAA Beauty College may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties on the original enrollment agreement or on an addendum to the enrollment agreement which must be signed by all parties.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.

- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

## MAKE UP WORK

It is the student's responsibility to make up any missed work due to absence or low score for other reasons. The student shall contact the instructor in order to make arrangements to complete the assignments that were missed or retake exams. Student may retake low score exams up to 1 additional time and the highest score achieved will be the one that is awarded.

## GRADUATION REQUIREMENTS

Students are eligible for graduation, and to receive an AAA Beauty College diploma providing they have completed all required clock hours, have a satisfactory (75%) grade in SAP academic progress (qualitative), have completed all assigned projects and either have paid their tuition and fees in full or have entered into a payment plan agreement for payment of tuition.

## REQUIREMENTS FOR CALIFORNIA LICENSURE

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions

## UNIFORM POLICY & DRESS CODE

- A clean, white uniform coat is required. May wear White Lab Coats.
- Shoes must have closed toes and no high heels.
- Supplies for personal services must be furnished by student.
- No gum chewing, smoking, food, coffee, or soft drinks at stations, desk, table, or classroom.
- Hair may be worn in any fashionable style and may be any length. Your hair must be clean and neat.
- Strong odors such as cigarette smoke, bad breath, body odors, perfume, colognes, and aftershaves are not considered professional.
- Distracting ornaments are not appropriate in a salon, and are not to be worn at school.
- For students in the massage programs, the dress code requires students to wear neat and clean, opaque garments that cover at least from the collarbone to 4 inches above the knee. A polo shirt and long pants or walking shorts are recommended. Sleeveless shirts, tank tops, spaghetti straps and bare midriffs are not allowed. Shoes must be worn outside of the massage classroom at all times. Fingernails must be kept short and clean. Acrylic nails are not permitted.

## STUDENT EQUIPMENT, SERVICE& APPEARANCE POLICIES

- Kits and equipment must be kept in a sanitary condition, according to State Board rules.
- Mirrors and stations must be kept clean by students.
- Never talk patrons out of services you do not feel like performing.
- Do not argue with patrons.

- Greet patrons by name, be polite.
- Never complain in front of patrons.
- Do not talk over the heads of the patrons to others.
- Remember that extra services or services on long hair requires special fees to be paid first at the front desk.
- A clean, white uniform coat is required. May wear White Lab Coats.
- Shoes must have closed toes and no high heels.
- Supplies for personal services must be furnished by student.
- No gum chewing, smoking, food, coffee, or soft drinks at stations, desk, table, or classroom.
- Hair may be worn in any fashionable style and may be any length. Your hair must be clean and neat.
- Strong odors such as cigarette smoke, bad breath, body odors, perfume, colognes, and aftershaves are not considered professional.
- Distracting ornaments are not appropriate in a salon, and are not to be worn at school.
- For students in the massage programs, the dress code requires students to wear neat and clean, opaque garments that cover at least from the collarbone to 4 inches above the knee. A polo shirt and long pants or walking shorts are recommended. Sleeveless shirts, tank tops, spaghetti straps and bare midriffs are not allowed. Shoes must be worn outside of the massage classroom at all times. Fingernails must be kept short and clean. Acrylic nails are not permitted.

Violations of these policies may be subject to the school's conduct policy.

## CONDUCT POLICY

Students are required to conduct themselves in a mature and professional manner, giving the proper respect and courtesy to their classmates, clients and the staff of the school. The AAA Beauty College has a **progressive Conduct Policy**, beginning with a verbal warning, followed by a written warning, probation then suspension after which a student may be terminated for not correcting violations. **Below may be deemed violations of the conduct/warning/probation policy:**

- Failure to follow the directions of school staff
- Failure to participate in all classes, lectures, workshops and other learning activities assigned by their instructor
- Refusing to provide services to clients
- Teasing, name calling
- Leaving campus early without notifying staff
- Students are required to have their kit and textbooks for all classes
- Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day
- Chewing gum is prohibited
- Smoking is prohibited on the property of AAA Beauty College
- Cell phone/text messaging usage is prohibited during class time

## DISMISSAL AND TERMINATION POLICY

The following acts *may* result in **immediate termination** from The AAA Beauty College:

- Missing school for 14 sequential calendar days
- Intoxication
- Cheating on clock hours
- Cheating on number of assignments completed

- Stealing school supplies or equipment
- Use, possession, sale, or distribution of drugs/alcohol
- Interference with any instructor or administrator in connection with carrying out their duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

## GREIVANCE POLICY & COMPLAINTS

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to The AAA Beauty College at the administration office or via email at AAA[Beautycollege@gmail.com](mailto:Beautycollege@gmail.com).

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

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](http://www.bppe.ca.gov).

The AAA Beauty College **does not** require a student to exercise or exhaust his or her rights under the school's grievance procedure before filing a complaint with NACCAS or another regulatory body if such requirement violates applicable laws or regulations.

Formal Grievance forms can be found on the school's web page.

## CAREER DEVELOPMENT & JOB PLACEMENT

The AAA Beauty College assists students/graduates in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base, retention and a job posting board. AAA Beauty College **cannot guarantee employment**.

## U.S. DEPARTMENT OF LABOR'S STANDARD OCCUPATIONAL CLASSIFICATION CODES (SOC & CIP Codes)

Program	SOC CODE	CIP CODE
Cosmetology	39-5012	12.0401
Barbering	39-0511	12.0402
Esthetician	39-5094	12.0409
Manicurist	39-5092	12.0410
Advanced Manicurist	39-5092	12.0410
Massage Therapist	31-9011	51.3501



## STUDENT SERVICES

### STUDENT LIBRARY

Our Resource Bookcase is referred to as our library and is comprised of learning resources that consist of Milady's Textbooks (backups) for each of our programs offered such as Hair Color & Technique Books, California State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The library consists of current written and visual reference material to support the educational programs offered. It also includes Videos, DVD's or CD's, periodicals and fashion magazines that contain lessons and demonstrations for students & staff's viewing that concern the Cosmetology programs. **Students and Staff will have access to all library materials during school hours.** Students and Staff who wish to check out material overnight must get permission from Administration.

### STUDENT HOUSING

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing.

### INSTITUTIONAL REFUND POLICY

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. The policy complies with the California state mandated policy.

1. The AAA Beauty College shall refund 100% of the amount paid for institutional charges, less a registration fee of \$100, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on **scheduled hours**.
5. The registration fee is non-refundable. Kits, books, and uniforms, are non-refundable after attendance at the first class session, or the seventh day after enrollment, whichever is later.
6. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, equipment, books, supplies, tools, uniform and kits as described in the refund policy above.
7. If you withdraw from school after the cancellation period, the refund policy described above will apply.
8. There may be a \$150 administrative drop fee, if student drops after 7 days of enrollment.
9. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refund section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

## WITHDRAW/ INSTITUTIONAL REFUND PROCEDURES

A notice of cancellation shall be in writing. The cancellation or withdrawal is effective on the date written notice of cancellation is sent either by email, mail or letter given by student in person. A withdrawal may be effectuated by the student's written notice to the school administrative office at 4774 Clairemont Mesa Blvd San Diego, CA 92117, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

## 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, or the seventh day after enrollment, ***whichever is later***. The institution shall refund 100% of amount paid less registration fee of \$100.

## STUDENT TUITION RECOVERY FUND

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., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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



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

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

### **BANKRUPTCY HISTORY**

The AAA Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy related 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.).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **ACCESS TO STUDENT RECORDS & PRIVACY**

Students (or parent or guardian if the student is a dependent minor) are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request the school to correct the records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

The AAA Beauty College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS), the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. The AAA Beauty College protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

### **RECORDS RETENTION & ACADEMIC TRANSCRIPTS**

Records must remain on site for 6 years, and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$50.00 for two copies. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

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

The transferability of credits you earn at The AAA Beauty College 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 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 AAA Beauty College to determine if your credits will transfer.

## OWNERSHIP

The AAA Beauty College, LLC is the owner of The AAA Beauty College a corporation in good standing in the state of California.

## OFFICE of STUDENT RELIEF AND ASSISTANCE

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 <https://www.osar.bppe.ca.gov/>.

## FACULTY AND STAFF

Each member of our school staff is dedicated to the success of our students.

**Trung Phan:** Chief Executive Officer (CEO)/School Director, Chief Financial Officer (CFO), Chief Operating Officer (COO), Secretary, and Admissions/Student Services

**Historical Background:** Attended Crawford High School 1994-1998, Attended University California of San Diego (UCSD) 1998-2003, Owner of Blush Salon 2019, currently employed with Sycuan Casino Resort 2003-2019.

Languages: English, Vietnamese

**Julia Do:** Cosmetology, Esthetician, Manicurist and Advanced Manicurist Instructor. Ms. So has been licensed in California as a Cosmetologist License since 1992, she attended San Diego Community College and has also worked at CT Hair and Nail Salon: Since 1992.

Languages: English, Vietnamese

**Kieu N. Lee:** Esthetician Instructor, Manicurist, Advanced Manicurist Instructor and Cosmetology Instructor. Kien has worked in California as an instructor since 2020 and has more than 23 years' experience in the cosmetology field and has had his California license since 1996. Kieu's work experience includes working at Beautopia Salon As a stylist and at California Beauty College as a Cosmetologist instructor.

Languages: English, Vietnamese

**Isaac, Valderrama:** Barber Instructor, Licensed California Barber for nearly a decade, has a detail-oriented precision in barbering and delivering exceptional haircutting and is the owner of Black Pearl Barbershop. Isaac is a graduate of Associate barber College and has been licensed in California since 2016.

**Ngan Nguyen:** Manicurist and Advanced Manicurist Instructor. Licensed Manicurist since 2017 after graduating from California beauty College. Ngan has worked as an instructor in the field since 2021.

Languages: Vietnamese & English

**Thi Lan Nguyen:** Manicurist and Advanced Manicurist Instructor. Thi graduated from California beauty college in 2020 and practiced at several nail salons, Tai has worked at AAA beauty college as an instructor since 2021.

Languages: Vietnamese

**Chinh Manh Kim:** Massage Therapy Instructor, Advanced Manicurist and Manicurist Instructor. CAMTC Certified Massage Therapist since 2015 and licensed Manicurist since 2005. And previously worked as a massage therapist at Happiness Nails and Spa.  
Languages: English, Vietnamese

AAA Beauty College

SCHOOL CATALOG AND PRE-ENROLLMENT DISCLOSURES

Items In School Catalog

☐ State Licensing Requirements

☐ Satisfactory Academic Process Policy

☐ You understand this program and profession may require **extensive physical demands** including a great deal of standing while working with clients, including shoulder, arm and hand muscle movements. Perspective **students understand they need to meet the requirements set forth by employers, once employed, in addition to possessing a professional public demeanor and continuing education required by licensure.**

☐ Program Outlines

On Web Page and Electronically

☐ Program Outcomes and Performance data for State of California including most recent annual report And School performance Fact Sheet and are on the web page [www.AAABeautycollege.com](http://www.AAABeautycollege.com)

☐ Program Outcomes and Performance data for NACCAS are on web page at [AAABeautycollege@gmail.com](mailto:AAABeautycollege@gmail.com).

☐ You have received an electronic copy of the California Act & Regulations Booklet stated above.

☐ If I am enrolling in a Distance Education (a hybrid program) I understand the education provided via distance education may not be accepted for reciprocity or eligible for licensure in other states.

By signing this document student acknowledges that they have received a copy of the School Catalog and the following in electronic or print format *prior* to enrollment:

Student Name (Print):

Date:

Student Name (Sign):

Parent or Guardian Signature of dependent minor, if applicable:

Date: