

## TABLE OF CONTENTS

<b>Welcome</b>	<b>3</b>
<b>Approval Disclosure Statement/Consumer Information Disclosure</b>	<b>4</b>
<b>History and Ownership</b>	<b>4</b>
<b>The Savvy Beauty Academy Mission and Objectives</b>	<b>5</b>
<b>Savvy Beauty Academy Campus</b>	<b>6</b>
<b>Non-Discrimination Disclosure Statement</b>	<b>7</b>
<b>Faculty</b>	<b>8</b>
<b>Business Hours/School Holidays</b>	<b>9</b>
<b>English Proficiency</b>	<b>9</b>
<b>Admissions</b>	<b>9</b>
<b>Admission Procedures</b>	<b>9</b>
<b>Admission Requirements</b>	<b>10-11</b>
<b>Notice Concerning Transferability of Credits and Credentials</b>	<b>11-12</b>
<b>Orientation</b>	<b>12</b>
<b>Grievance Procedure</b>	<b>12</b>
<b>Financial Aid and Other Enrollment Information</b>	<b>13</b>
<b>Bankruptcy Disclosure</b>	<b>13</b>
<b>Re-entry Policy</b>	<b>13</b>
<b>Student Services</b>	<b>14</b>
<b>Job Placement Assistance</b>	<b>14</b>
<b>Satisfactory Academic Progress (SAP)</b>	<b>15</b>
<b>Probation and Appeal Process</b>	<b>16</b>
<b>Dismissal/Automatic Withdrawal</b>	<b>17</b>
<b>Licensing Requirements</b>	<b>17-18</b>
<b>Potential Earnings</b>	<b>19</b>
<b>Programs of Study</b>	<b>20</b>
<b>Tuition and Fees</b>	<b>21-22</b>
<b>Method of Payments</b>	<b>22-23</b>
<b>Cosmetology</b>	<b>24-27</b>
<b>Barbering</b>	<b>28-31</b>
<b>Manicuring</b>	<b>32-35</b>
<b>Esthetics</b>	<b>36-39</b>
<b>Professional Makeup Artist</b>	<b>40-42</b>
<b>Cosmetology Crossover</b>	<b>43-46</b>
<b>Barber Crossover</b>	<b>47-48</b>
<b>Cosmetology Instructor Training</b>	<b>49-50</b>
<b>Rules and Regulations / Dress Code and Appearance/ LOA</b>	<b>51</b>
<b>Rights of Privacy &amp; Retention of Student Records</b>	<b>52</b>
<b>Cancellation and Refund Policy</b>	<b>52</b>
<b>Withdrawal Policy / Course Cancellation / School Closure</b>	<b>53</b>
<b>Student Tuition Recovery Fund</b>	<b>54-55</b>
<b>Library</b>	<b>56</b>
<b>Facilities &amp; Equipment</b>	<b>56-58</b>
<b>Textbooks</b>	<b>58</b>
<b>Class Schedules</b>	<b>59-60</b>
<b>Governing and Regulatory Agencies Contact Information</b>	<b>61</b>

**SAVVY BEAUTY ACADEMY CATALOG  
2020-2021**

**PHYSICAL LOCATION AND CAMPUS ADDRESS**

**Savvy Beauty Academy is in Inglewood and occupies 7,500 square feet in a facility located at 240 S Market Street, Inglewood, California 90301.  
Phone: 800-704-8011 | [www.savvybeautyacademy.com](http://www.savvybeautyacademy.com)**

**SCHOOL HOURS & DAYS of OPERATION**

**8:30am to 9:30PM | Tuesday - Friday**

**8:00AM – 5:00PM | Saturday**

**Closed Sundays**

# Savvy Beauty Academy

## WELCOME TO SAVVY BEAUTY ACADEMY

Congratulations on taking your first step along the path towards a rewarding career in what we refer to as “SAVVY” beauty and wellness industry. Savvy Beauty Academy is dedicated to the highest level of education for our students and graduates and to the continued accomplishments and success of our graduates. We help guide our students to achieve their career goals with all the educational needs by providing real life settings. Savvy’s cutting-edge classroom instruction, and hands on practical and theory training, prepare our students for the California Board of Barbering and Cosmetology licensing exam, job search, and career assistance. This catalog contains important information about the programs we offer that will help guide you take the next important steps so that you can choose the right career goal towards your future.

Best Regards,

Cynthia Moultrie  
Chief Academic Officer  
Savvy Beauty Academy



### **Savvy Beauty Academy**

Physical Address: 240 S Market Street, Inglewood, California 90301

Phone: 800-704-8011 | [www.savvybeautyacademy.com](http://www.savvybeautyacademy.com)

All instruction will be delivered at the address listed above.

“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.”

## APPROVAL DISCLOSURE STATEMENTS CONSUMER INFORMATION DISCLOSURE

### General Information

Name of Institution: Savvy Beauty Academy  
Physical Address: 240 S Market Street, Inglewood, California 90301  
Phone: 800-704-8011 | [www.savvybeautyacademy.com](http://www.savvybeautyacademy.com)  
Year Founded: 2019  
Chief Academic Officer: Cynthia Moultrie

### **Accreditation and Agency E-mail Contact Information:**

**Savvy Beauty Academy is a private institution, that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and Title 5, of the California Code of Regulations (CCR).**

**Savvy Beauty Academy does not imply that the Bureau (BPPE) endorses programs or that Bureau (BPPE) approval means the institution exceeds minimum state standards.**

California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 236-1897.

Savvy Beauty Academy offers the following programs:

Cosmetology 1600 Clock Hours, Barbering 1500 Clock Hours, Professional Make Up Artistry 300 Clock Hours, Instructor Training 600 Clock Hours, Esthetics 600 Clock Hours, Manicuring 400 Clock Hours, Barber Crossover 200 Clock Hours, Cosmetology Crossover 300 Clock Hours.

Savvy Beauty Academy is not authorized by the U.S. Department of Education (USDE) for participation in Title IV programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant and Federal Student Loans.

Savvy Beauty Academy is not accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS). 3015 Colvin Street, Alexandria, VA, 22314 [www.naccas.org](http://www.naccas.org) Phone: (703) 600-7600 Fax: (703) 379-2200

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **SAVVY BEAUTY ACADEMY MISSION STATEMENT**

Our Mission: We strive to create a quality academic environment that provides students the tools, knowledge and skills needed to obtain a state license and prepare for an exciting career in the beauty and wellness industry.

### **Our academic principles and educational objectives are:**

- Commitment to Our Students.
- Create a learning focused environment.
- Offer a curriculum that stimulates an interest in learning.
- Provide practical hands on experience to the student clinic.
- Prepare and assist students in obtaining their license.
- Provide students with job placement assistance.
- Actively participate in activities and events that support global needs thereby supporting the local communities in which we operate.
- Inspire the beauty and wellness industry through our commitment to innovation and excellence.

### **OBJECTIVES**

- Students will gain the technical skills, knowledge, and training necessary to pass the California State Board of Barbering and Cosmetology examination required for a state license.
- Provide hands on training that supports and preserves the program and increases the effectiveness of the educational services.
  - Provide administrative support that reinforces and preserves academic and financial resources necessary to enable students to meet their educational objectives and professional goals.
- Develop and maintain an effective ethical program of resource development that supports the mission of Savvy Beauty Academy.
- Provide exemplary admissions, course enrollment, student record-keeping services, and demonstrate a commitment to helping Students and Faculty in a friendly and timely manner.

**SAVVY BEAUTY ACADEMY**  
**2020/2021 INNOVATION AND EXCELLENCE (COVID)**

- Savvy Beauty Academy will educate our employees on preventative measures provided by the CDC.
- Increase the frequency and extent of cleaning practices, such as additional wipe downs of all hard surfaces including, bathrooms, stations, reception, and office spaces.
- Provide additional resources that are available to students and guests including hand sanitizers.
- Implement heightened sanitation and hand-washing procedures for all employees and students.

**SAVVY BEAUTY ACADEMY**

**WILL ENCOURAGE:**

- Wash hands often with soap and water, for at least 20 seconds.
- If soap and water are not readily available, provide an alcohol-based hand sanitizer with 70 percent to 95 percent alcohol.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Stay home when students are sick, and cover mouth if they cough and/or sneeze.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched surfaces and objects.

**COMMUNICATION**

- Savvy Beauty Academy will communicate directly with students through their email address on file with the Admission Department.
- Questions regarding Coronavirus and its impact on school attendance, clinic services and college operations should be emailed to [savvycynnco@gmail.com](mailto:savvycynnco@gmail.com)

**SAVVY BEAUTY ACADEMY CAMPUS**

Savvy Beauty Academy is located at 240 S Market Street, Inglewood, California 90301. The campus is comprised of a 20+ year historic facility devoted to teaching the science and art of the beauty and wellness industry. Savvy Beauty Academy is equipped with professional equipment used in top salons and spas around the country, the campus is carefully designed and furnished to simulate a salon atmosphere providing our students with the best training environment possible. Savvy Beauty Academy training facility includes several classrooms and practical training areas. Students have access to the internet, e-books on beauty, reference books on topics related to the cosmetology industry as well as current magazines and other reference materials are available. Students may access this material by speaking to a Faculty member and/or Student Services. All instructors hired by Savvy Beauty Academy are qualified to teach all courses for the program in which they are hired to teach.

## **NON-DISCRIMINATION DISCLOSURE STATEMENTS**

In compliance with federal, state, and local government requirements, the Institute does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, school-administered programs and publications, or employment practices. Savvy Beauty Academy follows the requirements established by the Americans with Disabilities Act. Savvy Beauty Academy does not discriminate against qualified individuals with disabilities. Savvy Beauty Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees, or fellow students.

## **FACULTY**

The faculty at Savvy Beauty Academy is hired for their expertise in their field of beauty and wellness. All instructors are licensed by the California State Board of Barbering and Cosmetology and are required to be licensed a minimum of 3 years in their field of study. All instructors hired by Savvy Beauty Academy are qualified to teach all courses for the program in which they are hired to teach.

### **Cynthia Moultrie – Cosmetology (Instructor)**

California State Board of Barbering and Cosmetology (Cosmetologist Certificate), Pacific Beauty College, Bellflower Adult Cosmetology, Weller Certified Colorist. (25 Years)

### **Cheria Hines – Cosmetology (Instructor)**

California State Board of Barbering and Cosmetology (Cosmetologist Certificate) Esthetics Diploma, Bellflower Adult Cosmetology, University of Phoenix, Bachelor of Science Justice Studies, University of San Diego, Principles of Adult/Vocational Instruction I & II, Health Education for Teachers. (20 Years)

### **Starla Logan – Cosmetology/Barbering (Instructor)**

California State Board of Barbering and Cosmetology (Cosmetologist Certificate), Santa Monica City College, California State University Dominguez Hills, Bachelor of Science Business Administration and Marketing.

### **Johanna Lewis – Instructor Training Cosmetology (Instructor)**

California State Board of Barbering and Cosmetology (Cosmetologist Certificate), Cerritos Community College, Trichology Certificate, Certified Colorist Schwarzkopf Professional Expert Training.

### **Jordan Story – Barber Instructor**

Barbering License (8 Years) Barber Instructor

### **Mikayla Story – Professional Make Up Instructor**

Cosmetology License (5 Years) Make Up Artist Make Up (5 Years)

### **Cam Choung – Manicure Instructor/ Esthetician**

Manicure and Esthetics License 25 Years



**CLASS SCHEDULES**  
**ADMINISTRATION BUSINESS HOURS**

Business office hours are Tuesday through Saturday 8:30AM to 9:30PM. Full time class schedule is 8:30AM to 5:00PM. Part time evening classes are held Tuesday -Friday. 5:30PM to 9:30PM. Your schedule will be determined based on the specific program you choose.

Savvy Beauty Academy is closed on the following holidays: Civil Rights Day, Labor Day, President's Day, Columbus Day, Memorial Day, Veteran's Day, July 4<sup>th</sup>, Juneteenth, Thanksgiving Day, and Christmas Eve through New Year's Day.

**ADMISSIONS**  
**ADMISSION PROCEDURES**

As a prospective student, you are required to visit the Savvy Beauty Academy campus and speak to an Admissions Representative. Prior to enrollment (signing an enrollment agreement) prospective student are required to review the Savvy Beauty Academy Catalog, Savvy Beauty Academy Performance Fact Sheet. These documents will assist the student to make a more educated selection of the programs of study offered by this institution.

All applicants must be: 17 years of age and provide the following:

- High School Transcript showing High School Completion or,
- Passing Scores for the California State Proficiency Exam. (GED) or,
- Home School Diploma approved by the U.S. Department of Education evaluators (third party) to determine the equivalency to a USA High School Diploma.
- Possess a valid Social Security Card
- Possess a valid government issued photo verification card or driver license.

**Savvy Beauty Academy has not entered into an articulation or transfer agreement with any other college or university.**

Note: The Board of Barbering and Cosmetology requires information regarding misdemeanors and felonies. If this applies to you it will be necessary to let an Admissions Representative know and provide a copy of the criminal record.

**VISA SERVICES: Savvy Beauty Academy DOES NOT provide Visa Services for International students and will NOT vouch for student status and any associated charges.**

**ENGLISH PROFICIENCY:** All classes are taught in the English language. All prospective students that are accepted for enrollment must be proficient in the English language. English Proficiency is determined by successful completion of High School where English is the sole language of instruction or a GED certificate. Evidence of English proficiency measure is equatable to a high school diploma.

**English language services, including instruction such as ESL, are NOT provided.**

**Savvy Beauty Academy does not grant credit for "prior experiential learning."**

## ADMISSION REQUIREMENTS

### **Prior to signing an Enrollment Agreement all Prospective student must:**

- Visit and tour the campus.
- Complete a personal interview with the Campus Admissions Advisor.
- Provide proof of successfully completing secondary education in the U.S. such as a high school diploma, official high school transcript, GED certificate, or a state certification of home-school completion.
- Possess a valid Social Security Card.
- Possess a valid government issued photo verification card or driver license.

**If you are at least 17 and a high school graduate,** to enroll at Savvy Beauty Academy you need:

- Visit and tour the campus
- Complete a personal interview with the Campus Admissions Advisor
- Provide proof of successfully completing secondary education in the U.S. such as a high school diploma, official high school transcript, GED certificate, or a state certification of home-school completion.
- Possess a valid Social Security Card
- Possess a valid government issued photo verification card or driver license.

**If you are at least 18, an International Student to the United States and have completed high school or its equivalent in your country of origin,** to enroll at Savvy Beauty Academy you need:

- To visit and tour the school.
- To complete a personal interview with the Campus Admissions Advisor
- Provide an English translated foreign high school diploma/official high school transcript, along with confirmation that the education received is equivalent to completion of U.S. secondary education.
- The National Association of Credential Evaluation Services, World Education Services and United States Credential Evaluations all provide credential evaluation services for individuals who have completed education outside the United States.
- State Board Licensing Examination requires a Social Security Number or an Individual Taxpayer Information Number.
- Students are responsible for all fees associated to have their transcripts evaluated.**

**INTERNATIONAL STUDENTS** International students do not qualify to take the state licensing exam **unless they possess a valid Social Security Number or tax identification number.**

**STUDENT RECORDS:** Savvy Beauty Academy will maintain student records permanently, as required by state law and accrediting agency. Student transcripts will be maintained indefinitely.

### **HOME SCHOOL HIGH SCHOOL COMPLETION:**

If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school, you will need to provide EITHER a copy of the state-issued secondary school completion credential (if your state issues this certificate), OR a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.

### **CHALLENGE EXAMINATIONS/ACHIEVEMENT TESTS/ ABILITY-TO-BENEFIT**

**Savvy Beauty Academy DOES NOT utilize challenge examinations for enrollment.**

**Savvy Beauty Academy DOES NOT utilize achievement tests for enrollment.**

**Savvy Beauty Academy DOES NOT utilize ability-to-benefit exams for enrollment.**

### **FOR OUR INSTRUCTOR TRAINING PROGRAM, YOU MUST:**

- Visit and tour the campus
- Complete a personal interview with the Campus Admissions Advisor
- Provide proof of successfully completing secondary education in the U.S. such as a high school diploma, official high school transcript, GED certificate, or a state certification of home-school completion.
- Possess a valid Social Security Card
- Possess a valid government issued photo verification card or driver license.
- A valid (current) California Board of and Cosmetology license in Cosmetology
- A minimum of two- and one-half years of technical experience in the cosmetology or esthetics industry.
- Savvy Beauty Academy does not admit ability-to-benefit exam.

### **\*CROSSOVER APPLICANTS ONLY**

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

### **LICENSED MANICURISTS:**

Licensed Manicurists are not accepted into the Teacher Training program for training as teachers.

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

The transferability of credits you earn at Savvy Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(diploma)** you earn in **(Program)**, is also at the complete discretion of the institution to which you may seek to transfer. If the **(diploma)** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution you are transferring. For this reason, you should make certain that your

attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (**Savvy Beauty Academy**) to determine if your (**diploma**) will transfer.

**Savvy Beauty Academy does not have an articulation agreement with any other institution.**

### **STUDENT GRIEVANCE POROCEDURE AND GRIVEANCES**

Students wishing to express a concern should use the schools internal complaint process first however it is not required that students use the internal complaint process and may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtain on the Bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **GRIEVANCE PROCEDURE**

1. Discuss the concern with the appropriate instructor. All discussions are to be held before, after class, or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the Student Service Representative. It is strongly recommended that all grievances be presented in writing; Savvy Beauty Academy will also accept oral grievances.
3. Unresolved concerns may be appealed to the Academic Director in writing. Appointment with the Academic Director are scheduled through the Admissions Office. The Academic Director has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
4. If the grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to the following agency:

The Bureau for Private Postsecondary Education, Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834; Mailing Address: P.O Box 980818, West Sacramento, Ca 95798-0818 phone (916)431-6959 or (888)370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **ORIENTATION**

All new students are required to attend an orientation prior to or on their first day of class. During orientation, students will be introduced to the campus staff and learn about the policies expectations, and student services.

Savvy Beauty Academy, (also referred to as “Savvy Beauty Academy,” the “School,” or the “Institute”) is a private institution approved by the Bureau for Private Postsecondary Education (BPPE). Savvy Beauty Academy is approved to teach the following programs of study in Inglewood, California:

Cosmetology 1600 Clock Hours  
Barbering 1500 Clock Hours  
Manicurist 400 Clock Hours  
Cosmetologist Crossover 300 Clock Hours

Instructor Training 600 Clock Hours  
Professional Make Up Artistry 300 Clock Hours  
Barber Crossover 200 Clock Hours  
Esthetics 600 Clock Hours

### **FINANCIAL AID AND OTHER ENROLLMENT INFORMATION**

Savvy Beauty Academy is not Title IV and therefore does not participate in federal and state financial aid programs (Pell grants or federal student loans). Savvy Beauty Academy does not have a pending petition in bankruptcy, nor is Savvy Beauty Academy operating as a debtor in possession.

**BANKRUPTCY DISCLOSURE:** Savvy Beauty Academy has not filed a petition within the preceding five years, nor has Savvy Beauty Academy had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **METHOD OF PAYMENTS**

Cash, Credit Card (Visa, Master Card, American Express), Cashier's Check. **(No personal checks accepted).**

### **RE-ENTRY POLICY**

All students who withdraw in good standing will be allowed to reenter during the next class start date at the discretion of a school official. Previously enrolled Savvy Beauty Academy students who have not completed their program requirements may apply for re-enrollment by contacting an administrator and presenting a written request for re-enrollment.

The request should include both a detailed explanation of the reasons for the student previous withdrawal and why the student should be allowed to re-enroll.

A campus committee consisting of a School Manager, School Administrative staff member, and a school instructional faculty member will consider the request for re-enrollment based on the student's letter, the students past enrollment history, how long the student has been out of school and how many hours the student is required to complete to receive their diploma. If the student is approved for re-enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re-enrollment will be based on tuition charges in effect at the time of re-enrollment. Unpaid balances from any previous enrollment must be resolved prior to re-enrollment.

### **STUDENT FINANCIAL OBLIGATIONS WITHDRAWAL**

Students withdrawing from Savvy Beauty Academy prior to completion of their contracted program must pay all balances in full prior to the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed at the campus.

**STUDENT SERVICES HOUSING:** Savvy Beauty Academy IS NOT responsible to find or assist students in finding housing. Savvy Beauty Academy DOES NOT have dormitory facilities. There are many housing options available for students near the institution and generally within Los Angeles County. The cost of housing in Los Angeles County is between \$1,400.00 to \$2,400.00 per month.

## **STUDENT SERVICES**

To help students achieve their fullest personal development and make the best use of all of Savvy Beauty Academy educational resources, we offer guidance and career advice beginning with the first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout the enrollment at Savvy Beauty Academy and beyond. The student's success is our primary goal. Various situations outside of school like transportation, employment challenges, or childcare may arise that could jeopardize the student's ability to complete their studies. Faculty and staff want to know so they can assist all students stay on track toward their goals. Students will have access to:

State Licensing Assistance: Savvy Beauty Academy maintains close contact to make sure students have all the resources they need to pass their exam and obtain their state license.

Audio visual aids / Access to Milady Online Licensing Exam Preparation Course.

Access to Milady Beauty and Wellness Career Transitions.

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

Abram Friedman Occupational Center, 1646 S. Olive St. Los Angeles, California 90015,  
(213)765-2573

Southwest Community College, 1600 W Imperial Hwy, Los Angeles, CA 90047, 323-241-5321

## **JOB PLACEMENT ASSISTANCE**

**Savvy Beauty Academy Student Services personnel provides students with job placement assistance:"**

Students will have access to:

- Industry guest speakers, field trips, projects, activities.
- Career fairs and career development workshops concentrating on job search and employment strategies.
- Workshops in resume writing, portfolio building, interview strategies, customer service skills and building a client base.
- Additional counseling sessions are available at anytime for career development upon student's request.

**Savvy Beauty Academy DOES NOT guarantee employment to graduates.**

**EDUCATION AT SAVVY BEAUTY ACADEMY IMPORTANT ACADEMIC  
RULES AND INFORMATION**

**SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS:**

**Standards:** Savvy Beauty Academy expects all students to maintain Satisfactory Academic Progress (SAP). Each student enrolled at Savvy Beauty Academy must:

1. Maintain a cumulative academic GPA of ‘C’ (70%) or better at the end of each evaluation period per the grading scale below. Practical assessments and theory tests grades are combined to produce a completed GPA reflecting the qualitative element of the SAP policy.

GRADING	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
D	Unsatisfactory	60% - 69%	1.0
F	Falling Below	60%	0
I		Incomplete	

2. Maintain a cumulative academic Practical grade of “Satisfactory” at the end of each evaluation period.
3. Students must complete 100% of the scheduled program clock hours to be eligible for licensure through the California Board of Barbering and Cosmetology. The student is expected to complete the course of study within the 150% of the period of time stated in the enrollment agreement.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be making Satisfactory Academic Progress (SAP) until the next evaluation period. Evaluation Periods: Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

**Evaluation Periods:** Satisfactory Academic Progress (SAP) will be assessed at the following benchmarks of actual attended hours:

COSMETOLOGY	450 Hours	900 Hours	1250 Hours	1600 Hours
BARBERING	400 Hours	800 Hours	1200 Hours	1500 Hours
ESTHETICS	300 Hours	600 Hours		
MANICURING	150 Hours	300 Hours		
COSMETOLOGY INSTRUCTOR TRAINING	300 Hours	600 Hours		
PROFESSIONAL MAKE UP ARTISTRY	300 Hours	140 Hours		
COSMETOLOGY CROSSOVER	150 Hours	300 Hours		
BARBER CROSSOVER	100 Hours	200 Hours		

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

**Determination of Progress Status:** Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each of the evaluation periods.

**Warning Period:** Students attending school during the "warning" period are still deemed to be in Satisfactory Academic Progress.

If at the end of the warning period, the student meets both the attendance and academic requirements, they will re-establish Satisfactory Academic Progress.

If at the end of the warning period, the student has not met both the attendance and academic requirements, the student will be placed on "probation."

**Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be considered not making satisfactory academic progress. **IF** the student appeals the decision **AND** prevails in the appeal:

1. Developing an academic plan for the student that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The student will be advised in writing within 15 days of submission of the appeal of the actions required to attain satisfactory academic progress. If a student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress has been re-established.
2. If a student has not met the minimum attendance and academic requirements by the end of the probationary period or if Savvy Beauty Academy has determined that the student did not meet the requirements specified in the academic plan for the student, they will not be in satisfactory academic progress and will be subject to enrollment termination.
3. **Appeal Procedure:** If a student is determined to not be making satisfactory progress when placed on probation, the student will appeal the determination. The student must submit a written appeal to the school on the SAP Appeal Form with supporting documentation as to the reasons why the determination should be reversed. This information should include what has changed about the student's situation (such as a death in the family, an injury or illness of the student or other allowable special circumstances) that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the



satisfactory academic progress determination will be reversed.

4. **Re-establishment of Satisfactory Academy Progress** – Students may re-establish Satisfactory Academy Progress as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.
5. **Interruptions, Course Incompletes, Withdrawals:** 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 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.
6. **Noncredit and Remedial Courses:** Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.
7. **Transfer Hours:** Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution.

#### **DISMISSAL/UNOFFICIAL WITHDRAWAL:**

If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program. The fifteenth day then constitutes the day of withdrawal. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

#### **AUTOMATIC WITHDRAWAL/TERMINATION OF ENROLLMENT:**

A student will automatically be withdrawn from the program for the following reasons  
The student notifies the school of his/her withdrawal.

Failure to fulfill financial agreements.

Failure to return from an approved leave of absence on the scheduled return date.

Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance. Failure to maintain satisfactory progress for two consecutive evaluation periods.

#### **LICENSING REQUIREMENTS**

To be eligible to take the California Board of Barbering and Cosmetology licensing examinations, students must be at least seventeen years of age, have a Social Security number or Tax Identification Number, have committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit Proof of Completed Training of their selected program, from an approved California school, present a valid government issued ID, file an Application for Examination, and remit an examination fee. Students must furnish an examination kit, traveling expenses, and pay all necessary fees to the Board of Barbering & Cosmetology Examination center. Required Hours: Cosmetology 1600 Hours, Barbering 1500 Hours, Esthetics 600 Hours,

Manicuring 300 Hours, Cosmetology Crossover 300 Hours, Barber Crossover 200 Hours.

### **Background Checks:**

**California Board of Barbering and Cosmetology:** The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

**Board of Barbering and Cosmetology, P. O. Box 944226 Sacramento, CA 94244-2260**

**Phone: (800) 952-5210 Fax: (916) 575-7281**

**[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)**

### **Student Clinic Success**

As a student you will get practical hands on training providing services for real people in the student clinic. This will help prepare you for the demands of the workplace once you graduate and become a licensed professional. Student success is dependent not only on technical skill level but also to a large degree on customer service/business skills to be successful in a chosen occupation. Students are expected to bring their own guests to the student clinic to receive clinic services. This expectation is a part of the Savvy Beauty Academy teaching which strives to develop a student's customer service and business skills while in school so that upon graduation and starting their first job the graduate will have developed customer service tools and experience necessary to build a loyal client base. Practical training includes student working on models, clinic guests and training assignments on mannequin heads. A student's success is dependent upon their ability to use what they have learned at Savvy Beauty Academy including attendance, punctuality, professional image, attitude, and the ability to attract and retain clients, service productivity and retail sales promotion.

### **Physical. Health and Safety**

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back, and neck. Some individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures.

### **Notice to Students Who May Be Pregnant**

**WARNING:** Exposure to chemicals used in the cosmetology industry may cause cancer and birth defects or other reproductive 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 the enrollment agreement.

## **POTENTIAL EARNINGS**

As with any career, the amount of earnings the student can receive in the beauty and wellness industry is related to the amount of effort the student applies to their career. Minimum efforts can result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. The student's ability to earn income in the beauty and wellness industry is dependent upon the student's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The Savvy Beauty Academy curriculum is designed to teach students these skills to obtain an entry level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, income levels can depend on work location, tipping habits, competition, the discretion of your employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, Savvy Beauty Academy does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program. Please see our School Performance Fact Sheet as it relates to the outcomes in the educational program you select. The School Performance Fact Sheet will contain wage and salary data for particular career occupations. Also, additional data for your review and consideration is available from the US Department of Labor at its Bureau of Labor Statistics which will provide wage data by area and occupation at <http://www.bls.gov/bls/blswage.htm>

The following career opportunities exist:

Hair Stylist, Beauty School Counselors, Beauty Consultant, Salon Coordinator, Sales Representatives, Barber Instructors, Cosmetology Instructors, Beauty Editor, Salon Owner, Skin Care Specialists, Manicurist, Professional Make Up, Private Assistants, School Owners, Dermatologist Assistant, Esthetician.

***Employment of barbers, hairstylists, and cosmetologists is projected to grow 8 percent from 2018 to 2028, faster than the average for all occupations.*** The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services. In addition, demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

**REFERENCE:** Occupational Outlook Handbook: US Bureau of Labor Statistics:  
<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

## PROGRAMS OF STUDY

Savvy Beauty Academy offers a complete selection to help turn your creativity and motivation into a successful career. Savvy Beauty Academy offers expert training by experienced instructors. Savvy Beauty Academy has aligned their programs with the National Accrediting Commission of Career Arts and Sciences (NACCAS) so students can be assured they are getting a solid beauty and wellness education from a reputable institution.

### **Grading System and Evaluations**

Academic progress will be measured according to the grading system below.

**Theory:** Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

GRADING	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
D	Unsatisfactory	60% - 69%	1.0
F	Falling Below	60%	0
I		Incomplete	

**Practical Training** or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin.

**Practical Training** work will be graded as follows:

GRADING	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
D	Unsatisfactory	60% - 69%	1.0
F	Falling Below	60%	0
I		Incomplete	

**Attendance:** Students must complete 100% of the scheduled program clock hours to be eligible for licensure through the California Board of Barbering and Cosmetology.

### **GRADUATION REQUIREMENTS**

To graduate, each student must maintain a minimum grade average of 70% in Theory and a Satisfactory in Practical Training. Savvy Beauty Academy students receive a diploma for their program of study once they have completed their program's required clock hours and provided, they have met their Theory and Practical Training. All tuition, fees and charges due to Savvy Beauty Academy must be paid in full prior to the release of final documents, including your diploma and transcripts.

## TUITION AND FEES / PROGRAM COSTS

Program	Registration Fee Non – Refundable	Tuition	Supplies Non – Refundable	Textbooks Non – Refundable	Uniform Non - Refundable	STRF	Estimated Total Charges for the Entire Educational Program
Cosmetology SOC CODE 39.5012 CIP CODE 12.0401	\$150.00	\$15000.00	\$1350.00	\$250.00	\$65.00	0.00	\$16,815.00
Barbering SOC CODE 39.5011 CIP CODE 12.0402	\$150.00	\$14000.00	\$980.00	\$220.00	\$65.00	0.00	\$15,415.00
Cosmetology Crossover SOC CODE 39.5011 CIP CODE 12.0402	\$150.00	\$2800.00	\$580.00	\$220.00	\$65.00	0.00	\$3815.00
Barber Crossover SOC CODE 39.5012 CIP CODE 12.0401	\$150.00	\$1800.00	\$450.00	\$250.00	\$65.00	0.00	\$2715.00
Manicuring SOC CODE 39.5092 CIP CODE 12.0410	\$150.00	\$4800.00	\$340.00	\$260.00	\$65.00	0.00	\$5615.00
Esthetics (CIP #12.0409, DOT 332.271-010, SOC #39- 5094)	\$150.00	\$6750.00	\$650.00	\$300.00	\$65.00	0.00	\$7915.00
Professional Makeup Artist (CIP #12.0406,	\$150.00	\$4200.00	\$1400.00		\$65.00	0.00	

DOT #333.071- 010, SOC #39-5091)				\$250.00			\$6065.00
Cosmetology Instructor (CI P #12.0413, DOT #075.127- 010, SOC #25-1194)	\$150.00	\$5300.00	\$350.00	\$250.00	\$65.00	0.00	\$6115.00

Savvy Beauty Academy offers its students financing options to pay for their program in monthly installments with zero (0%) interest. The following is the monthly payment plan for students paying the tuition cost in full.

**METHOD OF PAYMENTS:** Cash, Credit Card (Visa, Master Card, American Express), No Personal Checks.

**All Savvy Beauty Academy Programs can be paid in full prior to the first class session. Savvy Beauty Academy also offers monthly payment options.**

<b>Cosmetology Total Hours 1600 hours / 40 hours a week /40 weeks</b>	<b>Total Tuition Cost: \$15000.00</b>
Estimated Charges for Period of Attendance in three installments	
<b>Option 1</b>	<b>Option 2</b>
Month 1 – 4 \$6000.00	\$1500.00/ Mthly
Month 5 – 8 \$6000.00	
Month 6 – 10 \$3000.00	
<b>Cosmetology Total Hours 1600 hours / 20 hours a week /80 weeks Total</b>	<b>Tuition Cost: \$15000.00</b>
Estimated Charges for Period of Attendance in three installments (Part Time)	
<b>Option 1</b>	<b>Option 1</b>
Month 1 – 4 \$3000.00	Month 11 - 14 \$3000.00
Month 5 – 8 \$3000.00	Month 15 – 18 \$3000.00
Month 6 – 10 \$3000.00	\$833.33/Mthly
<b>Barbering 1500 Hours / 37.5 hours a week / 40 weeks</b>	<b>Total Tuition Cost: \$14000.00</b>
Estimated Charges for Period of Attendance	
<b>Option 1</b>	<b>Option 2</b>
Month 1 – 4 \$5600.00	\$1400.00/ Mthly
Month 5 – 8 \$5600.00	
Month 6 – 10 \$2800.00	
<b>Esthetics: 600 hours / 30 hours a week / 20 weeks</b>	<b>Total Tuition Cost: \$6750.00</b>
Estimated Charges for Period of Attendance in two installments	
<b>Option 1</b>	<b>Option 2</b>
Month 1 – 4 \$5400.00	\$1350.00/ Mthly

Month 5	\$1350.00	
<b>Manicuring 300 hours / 25 hours a week /13 weeks</b>		<b>Total Tuition Cost: \$4800.00</b>
Estimated Charges for Period of Attendance		
\$1600.00/Mthly		
<b>Professional Makeup Artist 300 hours/ 30hours a week /10 weeks</b>		<b>Total Tuition Cost: \$4200.00</b>
Estimated Charges for Period of Attendance		
\$1400.00/Mthly		
<b>Cosmetology Instructor Training 600 hours/ 30 hours a week/ 20 weeks</b>		<b>Total Tuition Cost: \$5300.00</b>
Estimated Charges for Period of Attendance		
\$1325.00 /Mthly		
<b>SHORT TERM PROGRAMS</b> <b>(Cosmetology and Barber Crossover Program Tuition and Applicable Fees Due in Full Before First Day of Class)</b>		
<b>Cosmetology Crossover 300 hours / 24 hours a week /12.5 weeks</b>		<b>Total Tuition Cost: \$2800.00</b>
\$2800.00		
<b>Barber Crossover 200 hours 24 Hours a week / 8.5 weeks</b>		<b>Total Tuition Cost: \$1800.00</b>
\$1800.00		

(Student has 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 (seven days from date enrollment agreement signed).

**All financial obligations with Savvy Beauty Academy must be met prior to the release of final documents.**

Cosmetology Program  
**Cosmetology Curriculum**

**PROGRAM DESCRIPTION:**

Cosmetology is a 1600 clock hour program that includes the study and practice of all aspects of the beautification and care of the hair, skin, and nails. The program provides for both classroom instruction and supervised practice of job-related skills such as hairdressing, haircutting and coloring, manicuring, and skin care services. The program also includes the study of related subjects, such as bacteriology, anatomy, chemistry, and health; and uses Milady curriculum to teach students to see, think, create, and adapt themselves as designers. The plan of study is the union of art and design, as well as the most innovative techniques used in the industry. The student will learn foundation design principles of form, texture, and color, and then incorporate these principles with practical applications such as sculpting, long hair design, texture, and color.

**PROGRAM OBJECTIVES:**

- To educate and train students in the principles and practices of the profession of Cosmetology so they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
- To perform skills in the areas of hair cutting, hair styling, hair coloring, skin care, make-up application and manicuring.
- To develop habits of orderly performance and good workmanship of various tasks of the Cosmetology profession.
- To develop habits of proper performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
- To impart ideals and attitudes of readiness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
- To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
- To assess the effectiveness of education course completion, licensure, and employment.

**PROGRAM FORMAT:**

The curriculum for students enrolled in a cosmetology course consists of sixteen hundred (1600) hours of technical instruction and practical training. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

**EDUCATIONAL GOALS:**

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

<b>Cosmetology (CIP CODE 12.0401 / SOC # 39-5012)</b>		
	<b>Minimum Technical Instructional</b>	<b>Minimum Practical Operations</b>



SUBJECTS	Hours	
<p>1 <b>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</b></p> <p><b>Hair Styling</b> (shall include, but is not limited to) Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p> <p><b>Permanent Waving and Chemical Straightening</b> Permanent Waving (shall include hair analysis, chemical, and heat permanent waving.) Chemical Straightening (shall include hair analysis, and the use of sodium hydroxide and other base solutions)</p> <p><b>Hair Coloring and Bleaching</b> Hair Coloring and Bleaching (shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p> <p><b>Hair Cutting</b> (shall include, but is not limited to) Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.)</p>	<p>65</p> <p>40</p> <p>60</p> <p>20</p>	<p>240</p> <p>105</p> <p>50</p> <p>80</p>
<p>2 <b>200 hours of Technical Instruction in Health and Safety</b></p> <p><b>Laws and Regulations</b> The Barbering and Cosmetology Act and The Board's Rules and Regulations.</p> <p><b>Health and Safety Considerations</b> (shall include, but is not limited to (Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, Ergonomics, and communicable diseases, including HIV/AIDS &amp; Hepatitis B.)</p> <p><b>Disinfection and Sanitation</b> (shall include but is not limited to) Proper procedures to protect the health and</p>	<p>20</p> <p>45</p> <p>20</p>	

	<p>safety of the consumer as well as the technician, Proper disinfection. Procedure for equipment used in establishments.</p> <p><b>Anatomy and Physiology</b> Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15	
3	<p><b>200 Hours of Technical Instruction and Practical Training in Esthetics</b></p> <p><b>Manual, Electric and Chemical Facials</b> (shall include, but is not limited to) Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p> <p><b>Eyebrow Beautification and Makeup</b> (shall include but is not limited to) Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.</p>	25	40
		25	30
4	<p><b>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</b></p> <p><b>Manicuring &amp; Pedicuring</b> (shall include, but is not limited to) Water and Oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, Electric nail files, nail design, application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs, and nail analysis.</p> <p><b>Artificial Nails and Wraps</b> ((shall include but is not limited to) Application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs, and nail analysis.</p>	10	25
		25	120 Nails
	Required Totals	370	690

	<b>Applied Effort</b>	100
	<b>Clinic Hours</b>	440

Additional training will be given by the following subject matter: Management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception. Graduates in this industry have gone on to work as a cosmetologist in a salon or spa; they can become a retail specialist, a platform artist, a school owner, a salon owner, and industry representatives.

**GRADUATION REQUIREMENTS:**

When the student has completed the 1600 required clock hours, the required theory hours, and practical operations in cosmetology, with a GPA 70.0 or better, the student is awarded a diploma certifying the student’s graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.

**TEXTBOOKS:** Milady Standard Cosmetology 13<sup>th</sup> Edition (ISBN 978-1-2857-6941-7)  
Milady Study Guide, Milady Student Workbook

**EQUIPMENT:** Students will be issued a complete Cosmetology kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

**Cosmetology Kit List**

- |   |                            |                         |
|---|----------------------------|-------------------------|
| Duffel Bag w/ Shoulder Strap                            | Nylon Tip Paddle Brush     | (2) Styling Brushes     |
| (4) Plastic Styling Combs                               | (2) Plastic Rat Tail Combs | All Purpose Metal Clips |
| Hot Tools 1600w Dryer                                   | Dual Purpose Lift Comb     | Wide Tooth Bleach Comb  |
| 3/4" Spring Curling Iron                                | Tunnel Vent Brush          | Ceramic Round Brush     |
| Stylist Reversible Apron                                | Butterfly Clamps 12pk      | Mannequin Stand         |
| Basic Practice Shear                                    | Water Spray Bottle 8oz.    | Shampoo Cape            |
| Basic Practice Thinning Shear                           | (2) Kizure Pressing Combs  | Marcel Curling Iron     |
| Magnetic Roller Rack                                    | Wahl Pro Basic Clipper Set | Esthetician Kit         |
| Perm Rod (White, Pink, Yellow 12pk)                     |                            | Manicuring Kit          |
| (3) Mannequin for Cutting and Coloring                  |                            | Hair Color Kit          |
| BABYLISS 1" Nano Titanium Ultra-Thin Straightening Iron |                            | Make Up Kit             |
| BABYLISS 1 ¼ NANO Titanium Marcel Curling Iron          |                            |                         |
| Gold' N Hot Pro Jumbo Ceramic Heater Stove              |                            |                         |

**CLASS SCHEDULE**

**Cosmetology**

Full Time: 8:30am to 5:00PM | Tuesday – Saturday (40 Hours/Week - 40 Weeks)

Part Time: 5:30PM to 9:30PM | Tuesday – Friday (20 Hours/Week - 80 Weeks)

## Barbering Program **Barbering Curriculum**

### **PROGRAM DESCRIPTION**

The curriculum for students enrolled in a barber course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barber pursuant to Section 7316 of the Barber and Cosmetology Act. The training encompasses all phases of sanitation, hygiene, haircutting, shaving and trimming the beard, facials, scalp massage, manicuring, hair styling, cutting and fitting hairpieces, hair coloring, permanent waves, and relaxers. This course prepares the student for entry level employment as a barber/stylist.

### **PROGRAM OBJECTIVES**

- To educate and train students in the principles and practices of the profession of Barbering so they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Barbering license.
- To develop habits of orderly performance and good workmanship of various tasks of the Barbering profession.
- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To impart ideals and attitudes of readiness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
- To educate students in the fundamentals of successful business operations as they relate to the field of Barbering.
- To assess the effectiveness of education course completion, licensure, and employment. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To prepare students to work in a professional barbershop /salon.

### **PROGRAM FORMAT:**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber. For this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin.

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

<b>Barber (CIP CODE 12.0402 / SOC # 39-5011)</b>			
<b>SUBJECTS</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>	
1	<p><b>Hairdressing – <u>Units of Instruction 1100 Hours</u></b>  <b>Hairstyling</b>            Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65	240
	<p><b>Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):</b>            Permanent Waving (shall include hair analysis, chemical, and heat permanent waving.)            Chemical Straightening (shall include hair analysis, and the use of sodium hydroxide and other base solutions)</p>	40	105
	<p><b>Hair Coloring and Bleaching (60 hours of technical Instruction and 50 Practical Operations)</b>            the subject of hair coloring and bleaching shall include, but is not limited to the following techniques and procedures (also including the use of semi-permanent, demi-permanent and temporary colors) Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and the use of dye removers.</p> <p><b>Hair Cutting</b>            Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.)</p>	60	50
		20	80
2	<p><b>Shaving - Preparation and Performance (200 Hours of technical Instruction and 40 Practical Operations):</b>            The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.</p>	200	40
3	<p><b>Health and Safety Laws and Regulations</b>            The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p> <p><b>Health and Safety Considerations</b>            (Training in chemicals and health in establishments,</p>	20	
		45	

	<p>material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, Ergonomics, and communicable diseases, including HIV/AIDS &amp; Hepatitis B.)</p> <p><b>Disinfection and Sanitation –</b> Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p> <p><b>Anatomy and Physiology</b> Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	20	
4	<p><b>Communication Skills &amp; Career Development-</b> Professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations modeling, student competitions and opportunities to help with giving back to our community.</p>	Taught throughout the program	Taught throughout the program
	<b>Required Totals</b>	485	515
	<b>Clinic Hours</b>		500

Additional training will be given by the following subject matter: Management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception. Graduates in this industry have gone on to work as a Barber in a salon or spa; they can become a retail specialist, a platform artist, a school owner, a salon owner, and industry representatives.

**GRADUATION REQUIREMENTS:**

When the student has completed the 1500 required clock hours, the required theory hours, and practical operations in barbering, with a GPA 70.0 or better, the student is awarded a diploma certifying the student’s graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

**TEXTBOOKS:** Milady Standard Barbering, 6th Edition Textbook – ISBN-13: 978130510058  
Student Workbook – ISBN-13: 978130510064

**EQUIPMENT:** Students will be issued a complete Barbering kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

**Barber Kit List**

Shoulder Bag	Small Plastic Box	Toolworx Barber Shear
Andis Cool Care	Male Mannequin w/ Beard	Mannequin Clamp
Hand Mirror	Water Bottle	Talc Powder
Neck Duster	Barber Cutting Cape	Shampoo Cape
Shampoo Cape	White Clipper Comb	(2) Styling Comb
Thinning Shear	Black Clipper Comb	(2) Rat Tail Comb
100pk Single Edge Blades	Fromm NXT Comb	Boar Styling Brush
Denman Cushion Brush	Vent Brush	Club Brush
Sanek Dispenser	60pk Sanek Strips	
Stainless Disposable Blade Razor		
Speed-O-Guide Large Clipper Comb		
Wahl Allstar Combo (Designer Clipper & Wahl Peanut Trimmer)		

**CLASS SCHEDULE**

**Barbering**

Full Time: 8:30am to 5:00PM | Tuesday – Saturday (37.5Hrs/40Weeks)

Manicuring Program  
**Manicuring Curriculum**

**PROGRAM DESCRIPTION**

The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

**PROGRAM OBJECTIVES**

- To educate and train students in the principles and practices of the profession of Manicuring so they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Manicurist license.
- To develop habits of orderly performance and good workmanship of various tasks of a Manicurist professional.
- Understand sterilization procedures.
- Acquire knowledge of general theory relative to manicuring chemistry, and theory relative to practical procedures performed.
- Acquire business management techniques common to manicurist.
- Acquire knowledge of laws and rules created by the Bureau of Barbering and Cosmetology.
- To educate students in the fundamentals of successful business operations as they relate to the field of Manicuring.
- To assess the effectiveness of education course completion, licensure, and employment.
- Acquire knowledge of laws and rules created by the California Board of Barbering and Cosmetology.

**PROGRAM FORMAT** The program format course shall consist of not less than four hundred (400) hours of technical instruction and practical training. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on scheduled.

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.



<b>Manicurist (CIP CODE 12.0410 / SOC # 39-5092)</b>			
<b>SUBJECTS</b>		<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1	<p><b>Nail Care - Units of Instruction 300 Hours</b> Manicure &amp; Pedicures - Includes water and oil manicures with hand and arm massage, application of artificial nails including liquid, gel and power brush- on, nail tips, nail wraps and repairs and nail analysis; pedicure includes foot and ankle massage.</p>	60	60 180 Nails
2	<p><b>Health &amp; Safety Units of Instruction 100 Hours</b> The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
	<p><b>Health and Safety Considerations</b> (Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, Ergonomics, and communicable diseases, including HIV/AIDS &amp; Hepatitis B.)</p> <p><b>Disinfection and Sanitation</b> - Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	25  20	  10
	<p><b>Bacteriology, Anatomy &amp; Physiology –</b> Includes Bacteriology, Anatomy, Physiology, Nail analysis and conditions.</p>	10	
3	<p><b>Communication Skills &amp; Career Development-</b> Professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations modeling, student competitions and opportunities to help with giving back to our community.</p>	Taught throughout the program	Taught throughout the program

	<b>Required Totals</b>	125	275

Additional training will be given by the following subject matter: Management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk and reception. Graduates in this industry have gone on to work as a cosmetologist in a salon or spa; they can become a retail specialist, a platform artist, a school owner, a salon owner, and industry representatives.

**GRADUATION REQUIREMENTS:**

When the student has completed the 400 required clock hours, the required theory hours, and practical operations in manicuring, with a GPA 70.0 or better, the student is awarded a diploma certifying their graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.

**TEXTBOOKS:** Manicuring Milady Standard Nail Technology, 7th Edition  
 Textbook – ISBN-13: 9781285080475  
 Student Workbook – ISBN-13: 9781285080512

**EQUIPMENT:** Students will be issued a complete Manicuring kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

**Manicuring Kit List**

- Durable Carrying Case
- Swiss Guard Hand Sanitizer & Hand Soap
- Disposable Protective Masks
- Brush On Nail Adhesive
- Odor Free Acrylic Systems
- Reusable & Disposable Nail Forms
- Cleansing Jar
- Assorted Brushes
- Fingernail Clippers
- Cuticle Sticks

### **Manicuring Kit List (Continued)**

OPI Mini Cuticle Nipper  
Diamond Coated Nail File  
4 File/Buffer in One  
Brilliance Block  
Exfoliating Treatment  
Nail & Cuticle Replenishing Oil & Lotion  
Manicuring Bowl  
Toe Separators  
Foot File  
OPI Nail Polish Remover  
RapiDry Spray Nail Polish Dryer  
Base Coat, Topcoat, & Nail Strengthenener  
Assorted OPI Nail Polishes  
Bondaid (0.44oz/13ml)  
Expert Touch Table Towels

### **CLASS SCHEDULE**

#### **Manicuring**

Full Time: 10:00am to 3:30PM | Tuesday - Saturday (13 Weeks / 4 Months)

Esthetics Program  
**Esthetics Curriculum**

**PROGRAM DESCRIPTION:**

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

**PROGRAM OBJECTIVES**

- To educate and train students in the principles and practices of the profession of Esthetics.
- The graduate will have the background, education, and skills to pass the state board-licensing exam to work as an esthetician.
- To develop habits of orderly performance and good workmanship of various tasks as it relates to skin care and the Esthetics profession.
- To develop habits of proper performance as an Esthetician in the interest of safety and hygiene for oneself and for others.
- To educate students in the fundamentals of successful business operations as they relate to the field of Esthetics.
- Esthetics training at the Academy includes theory, practical instruction, and business-building skills which prepare the student to perform skin care and make up services (esthetics) on the public.

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system that prepares students to gain employment within their chosen field of study. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application.

**PROGRAM FORMAT**

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

<b>Esthetics (CIP CODE 12.0409 / SOC # 39-5094)</b>			
<b>SUBJECTS</b>		<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1	<b>350 Hours of Technical Instruction and Practical Training in Facials</b> Manual, Electrical, and Chemical Facials Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or	70	40

	<p>for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p> <p><b>Preparation</b> Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.</p>	15	15
2	<p><b>200 hours of Technical Instruction in Health and Safety</b></p> <p><b>Laws and Regulations</b> The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p> <p><b>Health and Safety Considerations</b> Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p> <p><b>Disinfection and Sanitation</b> Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p> <p><b>Anatomy and Physiology</b> Human Anatomy, Human Physiology, Bacteriology, Skin analysis and conditions.</p>	10  40  10  15	10
3	<p><b>50 Hours Units of Instruction</b></p> <p><b>Hair Removal Eyebrow Beautification</b> Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.</p>	25	15

	<b>Makeup</b> Skin analysis, basic and corrective application, application of false eyelashes.	25	10
4	<b>Career Development</b> Salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers	Taught throughout the program of study	Taught throughout the program of study
	<b>Required Totals</b>	210	180
	<b>Clinic Hours</b>		210

### **GRADUATION REQUIREMENTS:**

When the student has completed the 600 required clock hours, the required theory hours, and practical operations in esthetics, with a GPA 70.0 or better, the student is awarded a diploma certifying the student's graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.

**TEXTBOOKS:** Esthetician Milady Standard Esthetics: Fundamentals, 12th Edition  
 Esthetics Fundamentals and Foundations Textbook Package – ISBN: 9780357263792  
 Foundations Workbook – ISBN: 9781337095273  
 Esthetics Workbook – ISBN: 9781337095044

**EQUIPMENT:** Students will be issued a complete Esthetician kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

### **ESTHETICIAN KIT LIST**

Carrying Case	Make Up Palette	Make Up Brushes
Terrycloth Spa Wrap	Make up Cape	Mirror
Fan Brushes	Eyelash Glue	Extractor
Tweezer	Latex gloves	Plastic Bottles
Fine Mist Bottle	Disposable Mascara Brushes	
Disposable Eyeshadow Applicator	Artificial Eyelashes – strips	
Artificial Individual Eyelashes		

## **ESTHETICIAN KIT LIST (Continued)**

### **DERMOLOGICA KIT**

Facial Sponges	Calming Botanical Mixer
Multivitamin Power Exfoliant	Exfoliant Accelerator 35
Post Extraction Solution	Multi Active Scaling Gel
Multi-Active Toner (Professional Sizes)	Active Moist (Professional Sizes)
Multivitamin Power Exfoliant	Power Exfoliant
Welcome Pack	Dermalogica Apron
Dermalogica Masque Fan Brush	Face Mapping Prescription Sheets
Conductive Masque Base Massage Gel-Cream	

## **CLASS SCHEDULE**

### **Esthetics**

Full Time: 9:00am to 3:30PM | Tuesday – Saturday 30 Hours a week for (20 Weeks)

Professional Makeup Artist Program  
**Professional Makeup Artist Curriculum**

**PROGRAM DESCRIPTION:**

The curriculum for students enrolled in the Professional Makeup Artist program consist of 300 clock hours of Technical Instruction and Practical Training, covering all practices constituting the art of makeup. The program includes technical instruction in theory and practice, and practical operation or completion of services performed in a clinic environment on volunteer student's client guests or models. Learn the fundamentals to create flawless looks, introductory make up skills and techniques, for creating natural bold and glamorous looks.

**PROGRAM OBJECTIVES**

- To educate and train students in the principles and practices of the profession of a Professional Makeup Artist.
- To develop habits of proper performance as a Professional Makeup Artist in the interest of safety and hygiene for oneself and for others.
- To educate students in the fundamentals of successful business operations as they relate to the field of Professional Makeup Artist.
- To develop habits of orderly performance and good workmanship of various tasks of the Professional Makeup Artist profession.

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system and gain employment within their chosen field of study.

The following career opportunities exist:

Celebrity Makeup Artist, Theatrical/Performance Makeup Artist, Special FX Makeup Artist, Freelance Makeup Artist, Beauty Writer/Editor, Makeup Product Developer, Bonus Career, Special make-up effects, Bridal hair and make-up magic, Runway and editorial, Retail consultation, Beauty and character, Film and television.

**PROGRAM FORMAT**

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



<b>Professional Makeup Artist (CIP CODE 12.0406 / SOC # 39-5091)</b>		
<b>SUBJECTS</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1 The Study and History of Makeup Artistry Health safety and hygiene Kits Consultation Skin, Skin Care and Conditions Face analysis, Facial shapes Color theory and the color wheel Color matching, Color correcting	35	5
2 Foundations and concealer application Highlighting and contouring	20	10
3 All About Eyes Eyeshadow application Smokey eye Cut crease Cat Eye Basic Eyeline and mascara techniques Eyebrow definition and grooming Individual eyelash application Cheek and blusher techniques Natural day and evening look	30	10
4 Lip techniques and Lip colors Finished looks, bridal, runway, red carpet, fantasy makeup Makeup for TV and Film / Set Etiquette Television script character evaluation and development Injuries, wounds, diseases, and period makeup Morgue & Portfolio	35	15
5 Makeup for Teens Makeup for Men, Male grooming Makeup for Aging	15	10
6 Operating a Makeup Business Business-marketing, networking, social media Career and Employment Information including professional ethics Effective communication and human relations Fundamental of business management	10	5
<b>CLINIC HOURS</b>		100

**GRADUATION REQUIREMENTS:**

When the student has completed the 300 required clock hours, the required theory hours, and practical operations in make-up artistry, with a GPA 70.0 or better, the student is awarded a

diploma certifying the student as a Professional Makeup Artist. All institutional charges must be paid in full prior to graduation.

**SPECIAL PROJECTS:**

The student successfully completing these hours will complete special projects to include: Professional Resume, Beauty Morgue, and a Professional Portfolio. A license is not required; however, tests will be given to assure competence.

**TEXTBOOKS:**

Milady Makeup Textbook, ISBN 9781111539597  
Milady Makeup Workbook, ISBN 9781111539610

**EQUIPMENT:** Students will be issued a complete Professional Make Up Artist kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

**Make-Up Kit**

- |                        |                         |                              |
|------------------------|-------------------------|------------------------------|
| Carry Case             | Makeup pencil sharpener | Concealers (light to dark)   |
| Makeup remover wipes   | Primer, moisturizer     | Mixing palette/palette knife |
| Makeup sponges         | Sponge applicators      | Tissues                      |
| Mascara wands          | Makeup pencil sharpener | Blushes                      |
| Various makeup brushes | Mascara (black)         | False lashes and adhesive    |
| Primer, moisturizer    | Alcohol, brush cleaner  | Spray Water Bottle           |
- Eye shadows (mostly matte)  
Lipsticks (warm and cool colors)  
Foundations (various from light to dark)  
Pressed or loose powders (various colors or invisible)  
Tweezers, scissors, eyelash curler, hand sanitizer, hair clips  
Various lip (nude shades preferred), eye, and eyebrow pencils

**CLASS SCHEDULE**

**Professional Make Up Artist**

Full Time: 9:00AM to 3:30PM | Tuesday – Saturday 30 Hours/Week – 10 Weeks

## Cosmetology Crossover **Cosmetology Curriculum**

### **PROGRAM DESCRIPTION**

The curriculum for students enrolled in the Cosmetology Crossover program consist of three hundred (300) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean actual performance by the student of a complete service on another person or mannequin.

### **PROGRAM OBJECTIVES**

- To educate and train students in the principles and practices of the profession of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
- To develop habits of orderly performance and good workmanship of various tasks of the Cosmetology profession.
- To impart ideals and attitudes of readiness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
- To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
- To assess the effectiveness of education course completion, licensure, and employment.
- Understand sterilization and sanitation procedures.
- Understand employer- employee relationship and respect the need to deliver worthy service for value received.
- Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- Have a better understanding of the Barbering and Cosmetology Rules and Regulations.

### **PROGRAM FORMAT**

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

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

<b>Cosmetology Crossover (CIP CODE 12.0401 / SOC # 39-5012)</b>			
<b>SUBJECTS</b>		<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
<b>Cosmetology Crossover (300 Hours)</b>			
1	<p><b>Laws and Regulations</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
2	<p><b>Health and Safety Considerations</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</p>	5	
3	<p><b>Disinfection and Sanitation</b> The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	5	10
4	<p><b>Preparation</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.</p>	5	10
5	<p><b>Anatomy and Physiology</b> The subjects of Anatomy and Physiology shall include but</p>	5	

	is not limited to the following issues: Human Anatomy, Human Physiology.		
6	<p><b>Manual, Electrical and Chemical Facials</b></p> <p>The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	45	60
7	<p><b>Eyebrow Beautification</b></p> <p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	5	10
8	<p><b>Manicuring and Pedicuring</b></p> <p>The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	15	50
9	<p><b>Make up</b></p> <p>The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.</p>	5	10
10	<p><b>Artificial Nails and Wraps</b></p> <p>Application of artificial nails including liquid, gel and power brush- on, nail tips, nail wraps and repairs and nail analysis; pedicure includes foot and ankle massage.</p>	5	35
11	<p>Communication Skills &amp; Career Development</p> <p>Salesmanship, decorum, record keeping, client service</p>	5	5

	records, basic tax information relating to booth renters, independent contractors, employees, and employers		
	<b>Required Totals</b>	110	190
	<b>Clinic Hours</b>		

**GRADUATION REQUIREMENTS:**

When the student has completed the 300 required clock hours, the required theory hours, and practical operations in cosmetology, with a GPA 70.0 or better, the student is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.

**TEXTBOOKS**

Cosmetology Crossover

Milady Standard Barbering, 6th Edition Textbook – ISBN-13: 978130510058

Student Workbook – ISBN-13: 978130510064

**EQUIPMENT:** Students will be issued a complete Cosmetology Crossover kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

**Cosmetology Crossover Kit**

- |                                  |                            |                           |
|----------------------------------|----------------------------|---------------------------|
| Duffel Bag w/ Shoulder Strap     | Tweezers                   | Mannequin Stand           |
| Hot Tools 1600w Dryer            | 3/4" Spring Curling Iron   | Basic Hair Cutting Shears |
| Basic Practice Thinning Shears   | Hair Shaper w/ Guards      | Vent Brush                |
| (4) Plastic Styling Combs        | (2) Plastic Rat Tail Combs | Wide Tooth Bleach Comb    |
| Water Spray Bottle 8oz.          | Butterfly Clamps 12pk      | Shampoo Cape              |
| Stylist Reversible Apron         | Manicuring Kit             | Jumbo End Papers          |
| Applicator Brush                 | 4 oz Bottles for solutions | Tint Bowl                 |
| Protective Cream                 | Cotton Strips              | P.D. Test                 |
| Manicuring Kit                   | Sculpture Nail Kit         | Acrylic Brush             |
| Stylist Reversible Apron         | Cotton Strips              | Nail Pusher               |
| Long Pink Perm Rods 12pk         | 4 oz Bottles for solutions | Power                     |
| Long Yellow Perm Rods 12pk       | Primer                     | Buffer                    |
| Hair Removal Wax Strips & Sticks |                            | File                      |
| Mannequin for Cutting & Coloring |                            | Esthetician Kit           |

**CLASS SCHEDULE**

**Cosmetology Crossover**

Part Time: 8:30 to 3:00PM | Tuesday – Friday (12.5 Weeks)

Barber Crossover Program  
**Barber Crossover Curriculum**

The curriculum for students enrolled in the Barber Crossover program consist of three hundred (200) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean actual performance by the student of a complete service on another person or mannequin.

**PROGRAM OBJECTIVES**

- To educate and train students in the principles and practices of the profession of Barbering so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Barber license.
- To develop habits of proper performance in the interest of safety and hygiene for oneself and for others.
- To acquire the knowledge of the laws and rules regulating California barber establishment practices.
- To acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- To assess the effectiveness of education course completion, licensure, and employment.

**PROGRAM FORMAT:**

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

<b>Barber Crossover (CIP CODE 12.0402 / SOC # 39-5011)</b>			
<b>SUBJECTS</b>		<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1	Laws and Regulations	10	
2	Health and Safety Considerations	5	
3	<b>Technical Instruction and Practical Training in Shaving (200 Hours)</b> Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
4	<b>Career Development</b> Salesmanship, decorum, record keeping, client service	Taught	Taught

	records, basic tax information relating to booth renters, independent contractors, employees, and employers	throughout the program of study	throughout the program of study
	<b>Required Totals</b>	115	40
	<b>Clinic Hours</b>		45

**GRADUATION REQUIREMENTS:** When the student has completed the 200 required clock hours, the required theory hours, and practical operations in cosmetology, with a GPA 70.0 or better, he/she is awarded a diploma certifying his or her graduation. The school will assist the student in completing the necessary documents to file the appropriate California Board of Barbering and Cosmetology Examination application. All institutional charges must be paid in full prior to graduation.

**TEXTBOOKS:**

Barber Crossover

Milady Standard Cosmetology, 13th Edition Hardcover Textbook – ISBN-13: 9781285769417

Theory Workbook – ISBN-13: 9781285769455

Practical Workbook – ISBN-13: 9781285769486

**EQUIPMENT:** Students will be issued a complete Barber Crossover kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits to be purchased from Savvy Beauty Academy.

**Barber Crossover Kit**

- |   |                                 |                          |
|---|---------------------------------|--------------------------|
| Shoulder Bag  | Hot Tools 1600w Dryer           | Andis Cool Care          |
| Male Mannequin w/ Beard                                     | Female Mannequin                | Mannequin Stand          |
| Larger Hand Mirror  | 16oz Spray Water Bottle         | Talc Powder 9oz          |
| Neck Duster   | Barber Cutting Cape             | Shampoo Cape             |
| Plastic Storage Box   | Infa-Lab Liquid Styptic         | 100pk Single Edge Blades |
| Toolworx Barber Shear                                       | Thinning Shear                  | 100pk Single Edge Blades |
| (2) Styling Comb  | (2) Rat Tail Comb               | White Clipper Comb       |
| Black Clipper Comb  | Fromm NXT Comb                  | Duos Medium Soft Brush   |
| Spornette 7-Row Brush                                       | Metal Pick Comb                 | Wet Brush                |
| Duos Medium Soft Brush                                      | Denman Like Brush               | Vent Brush               |
| 60pk Sanek Strips   | Heat Resistant Hard Rubber Comb |                          |
| Speed-O-Guide Large Clipper Comb                            |                                 |                          |
| Stainless Disposable Blade Razor                            |                                 |                          |
| BABYLISS 1 ¼ NANO Titanium Marcel Curling Iron              |                                 |                          |
| Wahl Allstar Combo (Designer Clipper & Wahl Peanut Trimmer) |                                 |                          |

**CLASS SCHEDULE**

**Barber Crossover**

Part Time: 8:30 to 3:00PM | Tuesday – Friday (8.5 Weeks)



Cosmetology Instructor Training Program  
**Cosmetology Instructor Training Curriculum**

**PROGRAM DESCRIPTION:**

The program consists of 600 clock hours of Theory and Practical Training in teaching the art of cosmetology, barbering or esthetics including instruction on creating lesson plans, presenting a lesson a white board, and setting up demonstrations.

**PROGRAM OBJECTIVES:**

- To educate students in the principles and practices of the profession of Instructing students in the field of Cosmetology so that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their cosmetology license.
- To develop habits of orderly performance and good workmanship of various tasks of the Cosmetology Instructor Profession.
- To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology Instructor Training.
- To assess the effectiveness of education course completion, licensure, and employment.

**PROGRAM FORMAT:**

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

**EDUCATIONAL GOALS:** Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study.

<b>Cosmetology Instructor (CIP CODE 12.0413 / SOC #25-1194)</b>			
<b>SUBJECTS</b>		<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1	<b>Board of Barbering &amp; Cosmetology Act, Rules &amp; Regulations &amp; accrediting standards</b> <b>Preparatory Instruction: Theory of Teaching</b> Instructional techniques, methods of instruction, lecture, demonstrations, performance, communication skills, instructional aids the use of questions promote learning Organization technique four (4) step teaching methods, performance objectives and learning domains, etc.	<b>40</b>	<b>110</b>
	Lesson planning subject, titled, outlines, development of visual aids	<b>40</b>	<b>50</b>
	Techniques of evaluation, purpose of testing, types of test, test administration, scoring and grading, etc.	<b>10</b>	<b>40</b>

	<b>Career Development</b> Includes professional ethics, decorum, effective communication and human relations, salesmanship, record keeping, client service records, licensing requirements and regulations, and understanding the need for continuing education.	<b>10</b>	<b>10</b>
2	<b>Conduction Theory Class &amp; Practical Demonstration</b> Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, barbering, or esthetics including the Barbing and Cosmetology Act and Rules and Regulations. <b>Clinic Floor Work</b> Supervising and training of students while they are practicing the art of cosmetology, barbering or esthetics on a live person or mannequin in a classroom or laboratory.	<b>50</b>	<b>240</b>
	<b>Required Totals</b>	<b>150</b>	<b>450</b>
	<b>Clinic Hours</b>		

**GRADUATION REQUIREMENTS:** When the student has completed the 600 required clock hours, the required theory hours, and practical operations in cosmetology, with a GPA 70.0 or better, the student is awarded a diploma certifying his or her graduation. All institutional charges must be paid in full prior to graduation. Note: There is no licensing examination associated with this program as the California Board of Barbering and Cosmetology does not offer licenses for instructors. Note: Licensed Manicurist and Makeup Artist are not accepted in the Teacher Training Program.

**TEXTBOOKS:**

Milady Standard: Cosmetology 13th Edition (ISBN 978-1-2857-6941-7, Milady Master Educator 3<sup>rd</sup> Edition, ISBN 9781133693697, California State Board Exam Kit

**Instructor Training Kit List**

Duffel Bag w/ Shoulder Strap	Magnetic Roller Rack	Hair Color Kit
Mannequin Stand	Hot Tools 1600w Dryer	3/4" Spring Curling Iron
Shears/Thinning Shear	Dual Purpose Lift Comb	Butterfly Clamps 12pk
Styling Brushes	Nylon Tip Paddle Brush	Ceramic Round Brush
(4) Plastic Styling Combs	(2) Plastic Rat Tail Combs	Manicuring Kit
Wide Tooth Bleach Comb	(2) Kizure Pressing Combs	Esthetician Kit
All Purpose Metal Clips	Water Spray Bottle 8oz.	Make up Kit
Shampoo Cape	Stylist Reversible Apron	Releaser Kit
Electric Curling Iron	Mannequin for Cutting & Coloring	
Long Perm Rod (White, Pink, Yellow, 12pk)		

**CLASS SCHEDULE:**

**Cosmetology Instructor**

Part Time: 8:30AM to 3:00PM | Monday-Friday (20 Weeks)

## **RULES AND REGULATIONS**

In this section, we outline important rules and regulations relating to a student's enrollment at Savvy Beauty Academy. Savvy Beauty Academy reserves the right to modify these rules and regulations and those in the Student Handbook at any time.

**All students must comply with Savvy Beauty Academy's rules and regulations as a condition of their enrollment. Failure to comply with these school rules and regulations can lead to any or all of the following disciplinary actions being taken, depending on the severity of the misconduct: written warnings, probation, suspension and termination from school.**

Students who are terminated for failure to comply with Savvy Beauty Academy rules and regulations may appeal their termination. Students must submit a written appeal to the School Director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status. Supporting documentation should be included, as necessary. This appeal must be received by the School Director within five (5) business days of termination. Should a student fail to appeal this decision within the time required, the decision to terminate will be final. A decision on the student's appeal will be made by the Savvy Beauty Academy Executive Committee and will be communicated to the student in writing. The Executive Committee's decision on the appeal is final.

## **DRESS CODE AND APPEARANCE**

**Uniform Dress Code:** All students are required to adhere to the following uniform dress code: Shear, see-through, or revealing garments are not acceptable attire unless covered by the lab coat. Sandals, slippers, flip-flops, or shoes with heels more than two inches are not acceptable and are not to be worn in class. All students are required to wear black smocks, black bottoms with the exception of Esthetics students who are required to wear white medical scrub shirts, white pants and a white lab coat.

## **LEAVE OF ABSENCE (LOA)**

Occasionally, students may experience extended personal, and/or medical challenges which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leave of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be out of school for a period of more than 20 days but less than 60 days. For financial Aid recipients, a student may be granted multiple leaves as long as the total number of days for all leaves does not exceed 180 days within a 12-month period, this period initiates from the first day the student's first LOA. Students will not be assessed additional tuition charges while on their Leave of absence. Before the leave of absence can be approved, students must be aware that upon returning from an authorized LOA, the student will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held prior to the LOA. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. The student may request a LOA using the institutional form at the Financial Aid Office.

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

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

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

## **CANCELLATION AND REFUND POLICY**

**STUDENTS RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes** or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**, whichever is later. However, the registration fee of \$150.00 is non-refundable.

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

The notice of cancellation shall be in writing and submitted directly to the School Director, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

**Application of Refund: Refund Policy:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid fund, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**A registration fee of \$ 150.00 is a non-refundable item.** Equipment, textbooks, supplies, uniforms, and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

**If you cancel the agreement,** the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. 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. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of: The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled, to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

#### **DISMISSAL/UNOFFICIAL WITHDRAWAL:**

If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program. The fifteenth day then constitutes the day of withdrawal. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

#### **AUTOMATIC WITHDRAWAL/TERMINATION OF ENROLLMENT:**

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

The student notifies the school of his/her withdrawal.

Failure to fulfill financial agreements.

Failure to return from an approved leave of absence on the scheduled return date.

Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance. Failure to maintain satisfactory progress for two consecutive evaluation periods.

**COURSE CANCELLATION** If a course is cancelled by Savvy Beauty Academy subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

**SCHOOL CLOSURE** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

## **STUDENT TUITION RECOVERY FUND:**

### **Student Tuition Recovery Fund: (STRF): 5, CCR §76215 (a)**

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” “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, Suite 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 noncollection may, at any time, file a written application for recovery from STRF for the debt that would

have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

You are not a California resident.

Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

**Refunds:** If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. This order would apply in accordance to the aid programs available at the institution.

**Student Loans:** 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.

## **SAVVY BEAUTY ACADEMY LIBRARY**

THE LIBRARY is located on the clinic floor which is equipped with a study area that includes computers, online licensing preparation from MiladyPro, instructional books, resource magazines, and studying supplies. Savvy Beauty Academy is a member with Associated Skin Care Professionals to provide online educational and marketing resources including, but not limited to, the following programs: Cosmetology, Barbering, Manicuring, Esthetics, and Professional Make Up Artistry. Each student will be provided a code to access online learning resources. Students must see an instructor or administrator for permission to check out books and magazines overnight. All materials must be returned to the school the following day prior to the start of the students' classes.

## **SAVVY BEAUTY ACADEMY FACILITIES AND EQUIPMENT**

Savvy Beauty Academy is a spacious (7500 sq. ft.) air-conditioned, two story modern, facility close to all public transportation (Metro, Bus, Uber, Lyft, and Taxi). Savvy Beauty Academy simulates an upscale salon design with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for students' for eating and rest areas. Lockers are provided to keep his/her uniform and private articles.

## **FACILITIES AND EQUIPMENT**

The building is a (2) Level 7500 square feet building consisting of:

Reception Desk and Reception Area

3 Display cabinets

4 Display shelves

74 Stations downstairs

18 Stations upstairs

13 Shampoo bowls

12 Shampoo chairs

15. Dryers

3 Large classrooms for Cosmetology, Esthetics, Skin Care

\*\*One of the classrooms has 12 desks and 22 chairs.

Skin care service room with:



6 Facial beds and steamers  
An audio-visual area  
3 Computers and a student library  
6 Offices for administrators  
A Lunchroom with 6 tables and 23 chairs  
4 TV's  
2 Vending machines  
A Water fountain  
4 Bathrooms

### **COSMETOLOGY/BARBER/COSMETOLOGY INSTRUCTOR**

The building is a (2) Level 7500 square feet building consisting of:

74 Stations downstairs  
18 Stations upstairs  
13 Shampoo bowls  
12 Shampoo chairs  
15. Dryers  
1 Large classroom for Cosmetology  
An audio-visual area  
3 Computers and a student library  
3 Facial beds and steamers  
3 Manicuring Tables

### **ESTHETICS**

1 Large classroom for Esthetics  
Skin care service room with:  
Esthetics Practical Room  
6 Facial beds and steamers  
An audio-visual area  
3 Computers and a student library  
Towel Warmers  
Sink  
Sanitation and Sterilization Machine  
Teaching Materials for Instructors  
Cabinetry

### **MANICURING**

1 Large classroom for Manicuring  
An audio-visual area  
Foot Spas  
3 Computers and a student library  
8 Manicuring Tables  
Teaching Materials for Instructors  
Sanitation and Sterilization Area  
Sink  
Display Case

## **PROFESSIONAL MAKEUP ARTIST**

1 Large classroom for Makeup  
An audio-visual area  
12 makeup stations  
12 chairs  
2 Ring lights  
3 Computers and a student library  
Sanitation and Sterilization Area  
Sink  
Display Case

## **TEXTBOOKS**

Students may purchase their own textbook and workbook if the items are the same as those offered through the kit. Notice that the student will be purchasing their own books must be made before the enrollment contract is completed. Currently used textbook editions and ISBN numbers are provided below:

Cosmetology / Barber Crossover

Milady Standard Cosmetology, 13th Edition Hardcover Textbook – ISBN-13: 9781285769417

Theory Workbook – ISBN-13: 9781285769455

Practical Workbook – ISBN-13: 9781285769486

Cosmetology Crossover

Milady Standard Barbering, 6th Edition Textbook – ISBN-13: 978130510058

Student Workbook – ISBN-13: 978130510064

Esthetician Milady Standard Esthetics: Fundamentals, 12th Edition

Esthetics Fundamentals and Foundations Textbook Package – ISBN: 9780357263792

Foundations Workbook – ISBN: 9781337095273

Esthetics Workbook – ISBN: 9781337095044

Manicuring Milady Standard Nail Technology, 7th Edition

Textbook – ISBN-13: 9781285080475

Student Workbook – ISBN-13: 9781285080512

Cosmetology Instructor

Milady Course Management Guide 13<sup>th</sup> Edition ISBN 9.78129E+12

## CLASS SCHEDULES

### COSMETOLOGY FULL TIME SCHEDULE (40 WEEKS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	*	40

### COSMETOLOGY PART TIME SCHEDULE (80 WEEKS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	5:30pm – 9:30pm	5:30pm – 9:30pm	5:30pm – 9:30pm	5:30pm – 9:30pm	*	*	20

### BARBERING FULL TIME SCHEDULE (37.5 WEEKS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	*	40

### MANICURING FULL TIME SCHEDULE (13 WEEKS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	10:00am – 3:30pm	10:00am – 3:30pm	10:00am – 3:30pm	10:00am – 3:30pm	10:00am – 3:30pm	*	40

### ESTHETICS FULL TIME SCHEDULE (20 WEEKS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	9:00am - 3:30pm	9:00am - 3:30pm	9:00am - 3:30pm	9:00am - 3:30pm	9:00am – 3:30pm	*	30

### PROFESSIONAL MAKE UP ARTISTRY FULL TIME SCHEDULE (10 WEEKS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	9:00am - 3:30pm	9:00am - 3:30pm	9:00am - 3:30pm	9:00am - 3:30pm	9:00am – 3:30pm	*	30

### COSMETOLOGY CROSSOVER PART TIME SCHEDULE (12.5 WEEKS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	8:30am–3:00pm	8:30am–3:00pm	8:30am–3:00pm	8:30am–3:00pm	*	*	30

## CLASS SCHEDULES

BARBER CROSSOVER PART TIME SCHEDULE (8.5 WEEKS)							
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
*	8:30am – 3:00pm	8:30am – 3:00pm	8:30am – 3:00pm	8:30am – 3:00pm	*	*	30

COSMETOLOGY INSTRUCTOR PART TIME SCHEDULE (20 WEEKS)							
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours/Week
8:30am– 3:00pm	8:30am– 3:00pm	8:30am– 3:00pm	8:30am– 3:00pm	8:30am– 3:00pm	*	*	30

ADMINISTRATIVE BUSINESS HOURS: Tuesday through Saturday 8:30AM to 10:00PM.

## **Important Contact Information**

Savvy Beauty Academy is owned and operated by Savvy Beauty Academy LLC

### **PHYSICAL LOCATION AND CAMPUS ADDRESS**

**SAVVY BEAUTY ACADEMY**  
240 S Market Street, Inglewood, CA 90301  
Telephone: (800) 704-8011 | Fax: (559) 561-1113  
[www.savvybeautyacademy.com](http://www.savvybeautyacademy.com)

### **ADMINISTRATORS**

Chief Academic Officer: Cynthia Moultrie School  
School Director: Cynthia Moultrie  
Chief Financial Officer: Terry Yee  
Student Services: Helen Ausubel  
Director of Admissions: Cynthia Speed BSBM M.A.Ed. SSBB  
Director of Information Technology: Marc Speed

### **Governing and Regulatory Agencies Contact Information**

National Accrediting Commission of Career and Sciences  
4401 Ford Avenue Suite 1300, Alexandria, VA 22302  
Telephone: (703) 600-7600 | Website: <http://naccas.org>

Bureau for Private Postsecondary Education  
1747 N. Market Blvd., Suite 225 Sacramento, CA 95834  
P. O. Box 980818, West Sacramento, CA 95798-0818  
Telephone: (888) 370-7589 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Board of Barbering and Cosmetology  
PO Box 944226 Sacramento, CA 94244-2260  
Telephone: (800) 952-5210 Facsimile: (916) 575-7281  
Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P. O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1-888-370-7589 or by fax at (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 263-1897 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).