



"Your Bridge To Your Future"

2015-2016
SCHOOL CATALOG

VICTORVILLE- MAIN CAMPUS
16515 MOJAVE DRIVE
VICTORVILLE CA. 92395
(760) 245-2522 • Fax (760) 245-5681

RANCHO CUCAMONGA CAMPUS
9170 E. FOOTHILL BOULEVARD
RANCHO CUCAMONGA, CA 91730
(909) 644-4004 • Fax (909) 644-4005

www.bridgesbeautycollege.com

Revised 09/15/2015

Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United State Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “Statutory” damages affixed at no less than \$750 and no more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U. S. Copyright Office at www.copyright.gov.

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APPROVAL DISCLOSURE STATEMENT

Bridges Beauty College. was granted institutional approval from the Bureau for Private Post Secondary Education 2535 Capital Oak Drive, Suite 400 W. Sacramento, CA 95798-0810 pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the courses:

COSMETOLOGY	1600 CLOCK HRS
BARBERING	1500 CLOCK HRS
COSMETICIAN	600 CLOCK HRS
MANICURING/NAILCARE	400 CLOCK HRS

Instruction is in residence with the facility's occupancy level accommodating 200 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT, FEDERAL DIRECT LOAN PROGRAM (US DOE), FEDERAL STAFFORD STUDENT LOAN PROGRAM, FEDERAL SUPPLEMENTAL LOAN FOR STUDENTS, FEDERAL PARENT LOAN (PLUS), DEPARTMENT OF REHABILITATION AND VETERAN'S ADMINISTRATION.

The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94316.12: BOARD OF BARBERING AND COSMETOLOGY

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director– Ms. Irma Silva

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.

A student or any member of the public may file a complaint about this institution with the Bureau for private Postsecondary Education by calling too-free 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website, www.bppe.ca.gov. Unresolved complaints may be directed to either:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Physical:

2535 Capitol Oaks Drive, STE 400
W. SACRAMENTO, CA 95798-0818
(916) 431-6959

or:

Mailing:

P.O. Box 980818
W. Sacramento, CA 95798-0818

NACCAS

4401 Ford Ave. STE 1300
Alexandria, VA 22302
(703) 600-7600

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 W. Sacramento, CA 95798-0818. Tel: 916-431-6959 or on the website: www.bppe.ca.gov

School is a private institution approved to operate by the bureau in accordance with Section 94802. All information in the contents of this school catalog is current and correct and is so certified as true by:

Ms. Irma Silva
Owner/Director

FROM THE PRESIDENT OF BRIDGES BEAUTY COLLEGE

Dear Student,

Welcome to **BRIDGES BEAUTY COLLEGE**, and thank you for selecting us to assist you in obtaining your desired training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **BRIDGES BEAUTY COLLEGE**, we offer you the basic training needed to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **BRIDGES BEAUTY COLLEGE**. My goal is to aid you in discovering your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Ms. Luz Avina
President

EDUCATIONAL OBJECTIVES/MISSION STATEMENT

At BRIDGES BEAUTY COLLEGE, our educational objective and mission is to offer quality instruction that prepares the successful learner to acquire the knowledge and skills necessary to pass the licensing exam and to prepare graduates to seek and find employment in the beauty industry. Depending on the course chosen, our graduating students should be able to function effectively as salon technicians in one of many specialty areas such as Cosmetology, Barbering, Manicuring/Nail Care, or Cosmetician. (26-2, 26-8)

HISTORY AND FACILITIES-MAIN CAMPUS

BRIDGES BEAUTY COLLEGE. (Victorville, CA) was founded in 1971 and acquired by Ms. Luz Avina, Irma Silva and Ivet Silva in 2002. Since 1971, Bridges Beauty College has established itself as a progressive and respected vocational training institution. Our facility is a spacious (11,287 sq. ft.) air-conditioned, one story building, which offers separate classrooms, modern equipment, a variety of professional supplies that enhances their "hands on" practice and product knowledge. We have on-campus administrative and financial aid offices.

BRIDGES BEAUTY COLLEGE, (Rancho Cucamonga, CA)

Under the same ownership, our Rancho Cucamonga Campus was founded in 2014. Our facility is a spacious (5,250 sq. ft.) air-conditioned, one story building, which offers separate classrooms, modern equipment, a variety of professional supplies that enhances their "hands on" practice and product knowledge. We have on-campus administrative and financial aid offices.

LIBRARY AND LEARNING RESOURCES

In addition to our pleasant laboratory environment, the school provides the student with lockers, individual work stations, manicuring tables, dryers, desk supplies and towels. A lunch/break room for the students also has a refrigerator, and 2 microwaves. Other educational and supportive features include: Video/DVD library (over 125 educational selections), a variety of current trade magazines, and a computer with web access for our learners. We also have a skin care room with dermal lights, steamer, and 5 large facial beds (when needed), The school has three restrooms and two water fountains. Students may access the library and other learning resources by asking their immediate instructor. Students also learn reception desk skills such as answering the telephone and operating the cash register, as a required part of their training, and to prepare them for this aspect of salon activity. Our objective is to help the student become "salon-ready".

STUDENT TUITION RECOVERY FUND STATEMENT:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you":

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other Payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(a) In addition to the statement described under subdivision

(b) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security # or a taxpayer identification #.

Amount of STRF Assessment:

(a) each qualifying institution shall collect an assessment of fifty cents (\$0.50)

- **As of January 1st 2015 the fee is not required to be collected from the student.**

per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. for institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (0.50).

Office of Bureau for Private Postsecondary Education

PO Box 980818

West Sacramento, CA 95798-0818

Tel: 916-574-7720

Fax 916-431-6959

Email: bppe@ca.gov

FOR HANDICAPPED STUDENTS

Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

ACCREDITATION

This institution is accredited by:

THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

4401 Ford Avenue, STE 1300

Alexandria, VA. 22302

(703) 600-7600

NACCAS is an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

STATEMENT OF NON-DISCRIMINATION

BRIDGES BEAUTY COLLEGE. does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin area or residence in its admissions, instruction, or graduation policies.

FIRE SAFETY DISCLOSURE

Bridges Beauty College conducts fire drills every three months. Fire extinguishers are serviced yearly or as needed. Our campus is equipped with fire sprinklers throughout the whole campus and are serviced yearly or as needed.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUR SCHOOL

The transferability of credits you earn at Bridges Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in Bridges Beauty College is also at the complete discretion of the institution to which you may seek to transfer. If the hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bridges Beauty College to determine if your hours/credits will transfer. A student that has previously received financial aid and attended a Post-secondary institution before the enrollment at Bridges Beauty College is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by the school. Bridges Beauty College only accepts transfer students in the Cosmetology program with 900 hours or less, Barbering program with 800 hours or less Manicuring/nail care with 100 hours or less and Cosmetician with 150 hours or less.

Assessment of Transferred Hours and Experiential Learning: Bridges Beauty College does not charge a fee for the assessment of prior hours or transfer of hours. Our institution does not award any credit for prior experiential learning. Any student with transferred hours must provide his/hers proof of training documentation from the prior institution attended. Satisfactory academic progress evaluations periods are based on actual contracted hours at the institution.

ADMISSION POLICY

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that **EACH** student enrolling in the Cosmetology, Barbering, Manicuring/nail care or Cosmetician programs must:

1. Provide valid (current) Identification, California ID, military ID , Social Security number.
2. Be at least 17 years old. (must be at least 17 years old to qualify for taking the State licensing exam.)
3. Pass Admissions test (Wonderlic IV Aptitude Test, published by Wonderlic) with a minimum score of 17 or higher.
4. Provide a copy of his/hers high school diploma, GED or California State Proficiency Test (California law require that the Certificate of Proficiency be equivalent to a high school diploma). A State Certification of home school completion is also accepted, if applicable.

NOTE: If you do not have a high school diploma or its equivalent, please note that, as of July 1, 2012 Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in an Title IV eligible institution and is considered to be “grandfathered” under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether or not the student received Title IV funding.

NOTICE OF AVAILABLE G.E.D. TRAINING

If you do not already hold a high school diploma or GED certificate and have been admitted into our program of study under the institution’s ability to benefit procedures, **Bridges Beauty College** wants you to know and encourages you to receive additional lifelong benefits from successfully completing the GED training and taking the GED exam. Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below.

The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

Entity Name	Victor Valley Union High School District
Street Address	16350 Mojave Drive Building #9
City, State and Zip	Victorville, CA 92395
Phone number	(760) 955-3201 Ext. 10271

Entity Name	Hesperia Unified School District
Street Address	16527 Lemon Street
City, State and Zip	Hesperia, CA 92345
Phone number	(760) 244-1771 Ext. 110

Entity Name	Victor Valley Community College
Street Address	18422 Bear Valley Road
City, State and Zip	Victorville, CA 92395
Phone number	(760) 245-4271

Entity Name	Cucamonga School District
Street Address	8776 Archibald Ave.
City, State and Zip	Rancho Cucamonga, CA
Phone number	(909) 987-8942

Entity Name	Chaffey Adult School
Street Address	211 W 5th St
City, State and Zip	Ontario, CA 91762
Phone number	(909) 983-2010

BANKRUPTCY STATEMENT

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

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of State Program credit hours, provided it is within 5 years from the date of their withdrawal (an institutional policy). All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. Re-enrollment for withdrawn students is 6 months after last day of attendance. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

COURSES OF STUDY

Educational Goals: The Cosmetology, Barber, Manicuring/Nail Care, and Cosmetician courses are designed to prepare students for the state licensing examination and for profitable employment in the field of:

COSMETOLOGY	(1600 Clock Hours)	(D.O.T. # 332.271-010, CIP #12.0401),
MANICURING/NAILCARE	(400 Clock Hours)	(D.O.T. # 331.674-010, CIP # 12.0410)
COSMETICIAN	(600 Clock Hours)	(D.O.T. # 330.371-010, CIP # 12.0409)
BARBERING	(1500 Clock Hours)	(D.O.T. # 330.371-101, CIP # 12.0402)

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 55.** The freshman class introduces basic fundamentals designed to prepare students for licensure and entry positions in a salon or other field related employment. The hours spent in the freshman class are as follows: **Cosmetology 360 hrs., Barbering 300 hrs., and Cosmetician 90 hrs. and Manicuring/Nail Care 60 hrs.** BRIDGES BEAUTY COLLEGE considers the freshman classes to be the foundation for your future success in the beauty industry.

TEXTBOOKS EQUIPMENT & SUPPLIES

Necessary equipment will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment if lost or stolen. Students must learn to be responsible for the tools of their trade.

Equipment and Materials Used for Instruction are as followed: Overhead projector, Pivot Point visual aids, over 100 CDs and videos for cosmetology, barbering, manicuring/nail care, and cosmetician courses and all the Pivot Point books; Color Design, Long Hair Design, Short Hair Design, Women's Hair Sculpture, Men's Hair Sculpture, and Chemical Texture Design. Mannequins are used where applicable and are provided in the cosmetology, barbering and manicuring kits.

CURRENT TEXTBOOKS:

Pivot Point Text book Set, A Designer's Approach

Cosmetology Fundamentals, 3-book Set	(ISBN-13:9781934636428) List Price	\$69.30
Pivot Point, Texture	(ISBN-13:9781934636299) List Price	\$74.55
Pivot Point, Sculpture	(ISBN-13:9781934636060) List Price	\$189.00
Pivot Point, Hair Design	(ISBN-13:9781934636091) List Price	\$162.75
Pivot Point, Color	(ISBN-13:9781934636121) List Price	\$81.90
Pivot Point, Solon Success	(ISBN-13:9781934636244) List Price	\$95.55

*Kit actual price is less than listed prices as kit is a discounted bundle. Listed prices are for books sold individually.

Milady Standard Esthetics: Fundamentals, 11th Edition

Hardcover Textbook 2013	(ISBN-13: 9781111306892) List Price	\$132.50
Student Workbook 2013	(ISBN-13:9781111306915) List Price	\$73.50
Exam Review Book 2013	(ISBN-13:9781111306922) List Price	\$48.50

Milady Standard Nail Technology, 6th Edition

Soft cover Textbook 2011	(ISBN-13: 9781435497689) List Price	\$108.50
Milady Student Workbook	(ISBN-13: 9781435497641) List Price	\$57.50
Milady Review Book 2011	(ISBN-13: 9781435497634) List Price	\$39.95

Milady Standard Professional Barbering, 11th Edition

3-book Set	(ISBN-13:9780538457675) List Price	\$231.85
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CREDIT EVALUATION

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology. Veteran's Information: All Previous education and training will be evaluated prior to enrollment. Credit will be awarded where appropriate with the program being shortened accordingly. The student and the Veterans Administration will be promptly notified.

CALENDAR/HOLIDAYS

The college is closed on Sundays, and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The college offers the opportunity to catch up on hours on select Saturdays.

CLASS SCHEDULES 2015-2016

All classes begin on a Monday. Cosmetology and Barbering classes begin every two weeks and the Manicuring/Nail Care classes begin on every ten weeks. Cosmetician: as required - (Cosmetician class must have 4 students to start). Please check with the admission department for class scheduling of this course.

ORIENTATION CLASS

Orientation classes for students are held every other week on Wednesday 9:00 a.m. until 12:00 p.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff, and instructors. Any individual associated with **BRIDGES BEAUTY COLLEGE**, who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency below.

Mandatory random drug testing release form is a requirement for enrolling at this school and will be presented for signature upon admission. Student unwilling to sign release will not be admitted.

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571**

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	St. John Of God Health Care Services
Street Address	15534 6th Street
City, State and Zip	Victorville, CA 92395
Phone number	(760)-952-9192

Entity Name	Valley Improvement Program
Street Address	8540 Archibald Avenue
City, State and Zip	Rancho Cucamonga, CA
Phone number	((909) 987-4036

Entity Name	San Bernardino County of Dept. Behavior & Health
Street Address	12625 Hesperia Road
City, State and Zip	Victorville, CA 92395
Phone number	(760) 955-1777

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

ADMINISTRATION BUSINESS HOURS

Applicants for Admissions may secure information on Monday through Friday between 8:30am- 4:00pm. Person to contact: **Ms. Irma Silva...Admissions** (760) 245-2522

ADMISSIONS DISCLOSURE FORM

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution. I have been advised of my obligations to repay any Direct Stafford Subsidized and Unsubsidized Loan(s) I may obtain at this institution

FINANCIAL AID

Applicants or students may secure Financial Aid information Monday through Fridays between 8:30am- 4:00pm.

PLACEMENT/ PLACEMENT ASSISTANCE

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Our placement coordinator will assist students in placements as often as needed; however, the school does not guarantee placement to any student. Call administration office to make an appointment or to make placement inquiries.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Bridges Beauty Colleges. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

SAP EVALUATIONS

Bridges Beauty College measures pace of clock hours progress at the point when the student's scheduled clock hours for the (payment) period have elapsed, regardless of when the student attended them.

*SAP evaluation points are also payment periods for those students receiving aid from Title IV aid programs. Evaluation points occur based on the program the student is enrolled in, and when the student (as per contract) is scheduled to complete the hours shown below.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1250, 1600 clocked (scheduled) hours

Cosmetician 300, 600, clocked (scheduled) hours

Manicuring/ Nail Care 200, 400 clocked (scheduled) hours

Barbering 450, 900 1200 1500 clocked (scheduled) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For example: 350 (accrued hours) divided by 450 (scheduled hours) = 78%. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

SATISFACTORY ACADEMIC PROGRESS CONT.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE:	MAXIMUM TIME ALLOWED:	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/ wk) - 1600 Hours	53.33 weeks	2400
Cosmetician (Full time, 30 hrs/ wk) – 600 Hours	20 weeks	900
Manicuring Nail/Care,(Full time,30 hrs/wk)- 400 Hours	33.33 weeks	600
Barbering (Full time, 30 hrs./ wk) - 1500 Hours	51 weeks	2250

(The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.)

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Above average	3.00
84%-75%	C	Average	2.00
74%-65%	D	Un-satisfactory	1.00
64% or below	F	Fail	0.00

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive title IV Funds

PROBATION.

Students who fail to meet minimum requirements or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet Satisfactory Academic Progress Policy by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the next evaluation period. Students who are progressing according to their specific academic plan will be considered making academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the academic attendance requirements required for satisfactory academic progress or by the academic plan he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV Funds.

SATISFACTORY ACADEMIC PROGRESS CONT.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period

INTERRUPTIONS OF SATISFACTORY ACADEMIC PROGRESS:

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 to the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURES: The student, who wishes to appeal the non-satisfactory progress status, (do to the death of a relative, injury or illness of the student or other special circumstances), must initiate the process by submitting a written request to the director of education of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstances in a manner that would not interfere his/her progress again. The director of education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision and a copy of the document will be placed in the student's file. If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation. During the appeal process the institution will determine if the student will be able to meet their subsequent evaluation by the next evaluation period. An individual academic plan is given to student to make sure they will make the institutions satisfactory academic progress requirement. This plan will ensure the student will be able to meet the requirements by the point within the maximum timeframe. If at the end of the payment period under probation status, the student fails to meet minimum academic requirements or fails to successfully complete the cumulative number of hours (clock) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status. Once the appeal is denied no further action can be taken.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress financial aid eligibility for funds (if applicable) will be reinstated to the student only for that payment period under the probation status.

RE-ENTERING: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

NONCREDIT, REMEDIAL COURSES, REPITITIONS:

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

DISMISSAL POLICY;

1, Any student, under the influence of alcohol or drugs, or possessing any kind of weapon (Guns, Knives ETC.) will be grounds for dismissal.

2. Any student, regardless of the average level of attendance, who has more than 21 consecutive days of unexcused absences, will be withdrawn from school. This standard shall apply to all students, unless student is on an approved leave of absence. Students who expect to be absent, for over 21 days, are encouraged to request a leave of absence. (see policy below).

3. Students are also required to adhere to the school's rules of conduct and policies printed in the catalog (starting on page 38).

COURSE INCOMPLETENESS

Course incompleteness, repetitions and non-credit remedial courses are not applicable at this institution's form of instruction.

LEAVE OF ABSENCE POLICY

*The following leave of absence rules apply to all enrolled students.

Occasionally, students may experience extended personal, medical or other problems, 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. Leaves of Absence may be granted for up to 180 day. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12-month period). Students will not be assessed additional tuition charges while on their Leave of absence and the student's enrollment agreement will be extend for the same day as the leave of absence taken. Before the start of the leave of absence, students **returning** from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance, or the day the student notifies the school that he/she will not be returning. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note. Once the student returns from an approved leave of absence the institution will extend the students maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties and addendum must be signed and dated by all parties. The student will be given a copy of the leave of absence request and return date and the contract addendum.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school. A copy of the satisfactory academic progress evaluation is given to all students after their evaluation has been fully explained to them. A student can also request a copy of their SAP report at any time,

Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Above average	3.00
84%-75%	C	Average	2.00
74%-65%	D	Un-satisfactory	1.00
64% or below	F	Fail	0.00

GRADUATION AWARDS (DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (75%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate State examination.

ATTENDANCE POLICY

1. Maintain a cumulative average of 67% (c) or better in attendance.

Example: If the student has contracted to complete 30 hours per week (full-time), students must at a minimum average 20 hours per week (67% x 30 hours 20 = hours)

CAREER COUNSELING AND PERSONAL ATTENTION

Students are counseled (individually) as needed, upon request, and at regularly scheduled evaluation periods. Student counseling includes, career guidance, resume creation, progress in school, and addresses other personal problems that may be affecting the learner's success in school. In addition to individual career counseling, the instructional staff will invite successful salon owners and stylists into the classroom to give demonstrations and discuss career goals and opportunities with our students. Students are given personal attention and assistance at every stage of training from the first day of enrollment and up to graduation day. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. Remedial assignments are made when required. Particular attention is given to preparation for the state's licensing examination.

FRESHMEN ROOM LOCKER FEE

While in the freshmen room, a locker key deposit of \$5.00 will be charged if a locker will be used. The full \$5.00 will be refunded to the student at the end of their freshman training when the key is returned in useable condition.

TIME CARDS

****Board of Barbering & Cosmetology Policy****

State board recognizes the use of a time clock to validate attendance in a cosmetology/barbering school. Students are issued weekly time cards and are required to “clock” in upon their arrival, out and in for lunch, and out at the end of the day. In addition, the school allows for two (2) scheduled “breaks” at 9:00am and 2:00pm. To avoid being counted as tardy, and in an effort to prevent the disruption caused by late arrivals during morning theory classes, students must “clock” in no later than 8:07am. The time clock is closed at the start of morning theory, and reopened when the class has concluded. Students arriving late will be permitted to “clock” in at 9:00am when the laboratory opens for patrons. While receiving clock hour credit for attendance, students must be actively engaged in the practice of cosmetology/barbering. “Applied Effort” must be appropriate for the number of clock hours the student had attended (See Time Card Credit below). Students who fail to apply themselves while receiving hourly credit will be asked “clock” out for the rest of day and go home.

The main purpose of the weekly timecard is for students to record and validate the number of theory and operations they earn each day, and which is mandated by the State of California.

TIMECARD CREDIT

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting **THEORY** (hours), is credit earned for class room lessons, viewing educational materials (D.V.D.'s), completing work-book chapters, watching teacher demonstrations etc.
3. The portion of the timecard concerning **OPERATIONS**, is the “applied effort” of the student as they practice their “hands on” services.
4. Some practical operations may take longer to perform depending on the level of the student. Note the following time frame the Board gives for each operation: Shampoo/set = 1½ hours, Scalp Treatment = ½ to 1 hour, Permanent Wave = 2 to 2½ hours, Facial = 1½ to 2 hours, Manicure = ½ hour and Hair cut = ½ to 1 hour. Using this scale, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

DISCLOSURE AND RETENTION OF STUDENT RECORDS

Students and parents or guardians of dependent minor students, have the right to inspect, review, and challenge information contained in the institution’s student records. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within 45 days of the request. Educational records are defined as files, materials, and documents that contain information directly related to the student’s period of enrollment that are maintained by the institution. The School will keep these records for five (5) years from the last day of attendance. Student transcripts shall be maintained permanently. The students are not entitled to inspect the financial records of their parents. Written authorization (consent) is required, **each time**, from the student and/or parent/guardian (when applicable), before educational records may be disclosed to any third party request of information with the exception of accrediting commission or governmental agencies so authorized by law.

ALL POLICIES

All policies are stated in a clear language (English) which can be easily understood by the student.

FEDERAL DISCLOSURE REQUIREMENTS

To help you make a good decision about whether to sign up, our institution wants you to know that, according to its latest information:

Disclosure date: 07/01/15

Data for cohort year ending: 8/31/13

	Student Right-to-Know Rates:	Men	Women	Total	Rates
1a	Initial cohort	1	47	49	0
1c	Allowable exclusions	0	1	1	0
1e	Final cohort	2	46	48	0
2a	Completers	1	31	32	66.67%
3a	Transfer-out students	0	0	0	0
4	Completion or graduation rate	50	67	0	66.67 %
5	Transfer-out rate	0	0	0	0%
6	Retention rate based on IPDES Fall Enrollment Report				
7	Placement rate disclosure	-	-	-	70.59%

FEDERAL DISCLOSURE REQUIREMENTS

BPPE FACT SHEET FOR COSMETOLOGY	School Name: Bridges Beauty College
Disclose by date: 01/01/15	Street Address: 16515 Mojave Drive
	City, State, Zip Code: Victorville CA, 92395
	Phone Number: 760-245-2522
	Fax: 760-245-5681
	Website: http://www.bridgesbeautycollege.com

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
Non Resident Alien	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	1
Black or African American	0	1	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
Hispanic/Latino	1	16	0	1	0	0
White	0	8	0	0	0	2
Biracial	0	1	0	0	0	0
Race and Ethnicity Unknown	0	0	0	0	0	0
White	0	8	0	3	0	2
Biracial	0	0	0	0	0	0
Race and Ethnicity Unknown	0	0	0	0	0	0

CALIFORNIA STATE DISCLOSURE BPPE FACT SHEET FOR COSMETOLOGY

PROGRAM TITLE – PROGRAM LENGTH

Coarse Name	Clock Hours	Published Charges
Cosmetology	1600	\$18,563.00

Line 2a above (full time undergraduates) breaks down into this:

COMPLETION RATES

Calendar Year	Number of Students Who Began the Program (1)	Students Available for graduation(2)	Graduates (3)	Completion Rates (4)
2013	81	80	8	10%
2014	84	83	7	8%

STUDENTS COMPLETING ATER PUBLISHED PROGRAM LENGTH- 150% COMPLETION RATES

Calendar Year	Number of Students Who Began Program (1)	Students Available for Graduation (2)	150% Graduates (5)	150% Completion Rate (6)
2013	81	80	43	54%
2014	84	83	37	45%

CALIFORNIA STATE DISCLOSURE BPPE FACT SHEET FOR COSMETOLOGY **CONT.**

- (1) Number of students who began program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Students available for graduation is the number of students who began program minus the number of students unavailable for graduation, which minus those students who have died, been incarcerated, or called to active military duty.
- (3) Graduates is the number of students who completed the program within 100% of the published program length.
- (4) Completion Rate is the Number of Graduates divided by the number of students available for graduation.
- (5) 150% Graduates is the number of students who completed the program with in 101-150% of the published program length.
- (6) 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the number of students available for graduation in the published program length period.

PLACEMENT RATES

Calendar Year	Number of Students who began program (1)	Number of Graduates (2)	Graduates Available for employment (3)	Graduates Employed in the field (5)	Placement rate % Employed in the Field	Graduates Employed in the Field an average of less than 32 hours per week	Graduates employed In the field at least 32 hours per week
2013	81	8	8	7	88%	7	0
2014	84	7	7	5	71%	5	1

- (1) Number of students who began program' means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Number of graduates' is the number of students who have completed the program within 100% of the published program length.
- (3) Graduates available for employment' means the number of graduates minus the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau- approved postsecondary institution.
- (4) Graduates employed in the field' means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- (6) Graduates may obtain from the Placement office the institutions list of the employment positions available.

EXAMINATION PASSAGE RATES

Calendar year	Number of Students Taking the Exam (1)	Number Who Passed First Exam Taken (2)	Number Who Failed First Exam Taken	Passage Rates (3)
2013	45	35	10	78%
2014	36	36	0	100%

- (1) Number of students taking exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- (2) Number who passed first exam taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempted.
- (3) Passage rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

SALARY AND WAGE INFORMATION:

Calendar Year	Graduates Available for Employment (1)	Graduates employed in the field (2)	Annual salary and wages reported Graduates employed in the field (3)																					
			0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	No income reported
			*Earnings are displayed in thousands. The amount of earnings reported in shown in the range below from: 0-5000, 5001-10000, 10001-15000, 15001-20000, 20001-25000 and so on for each subsequent range.																					
2013	8	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2014	7	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Graduates available for employment' means the number of graduates minus the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau- approved postsecondary institution.

- (1) Graduates employed in the field means graduates who are gainfully employed within six months of graduation in a position for which the skills obtain through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (2) Salary is as reported by the students. Not all graduates report salary. If you have any questions about how the data reflected above charts was gathered pr if you want a list of employment positions determined to be within the field for an specific program for which statistics are reported above, please speak with an Administrations Representative.
- (3) Graduates may obtain from the institution’s Placement office a list of the objective sources of information used to substantiate the salary disclosure.

Three-Year Cohort Default Rate as Published by USDE	Percentage of Enrolled Students Receiving Federal Student Loans
09-22-14 Official Cohort Default Rate is 16.6%	93.01%

This fact sheet is filed with the bureau for private postsecondary education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding the fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**P.O. Box 980818
West Sacramento,
CA 95798-0818
Web site: www.bppve.ca.gov**

BPPE FACT SHEET FOR MANICURING/ NAIL CARE

BPPE FACT SHEET FOR MANICURING/ NAIL CARE 400 HOURS	School Name: Bridges Beauty College
	City, State, Zip Code: Victorville CA, 92395
	Phone Number: 760-245-2522
	Fax: 760-245-5681
	Website: http://www.bridgesbeautycollege.com

PROGRAM TITLE – PROGRAM LENGTH

Coarse Name	Clock Hours	Published Charges
Manicuring/ Nail Care	400	\$ 3094.00

COMPLETION RATES

	Number of Students Who Began the Program (1)	Students Available for graduation (2)	Graduates (3)	Completion Rates (4)
2013	4	4	1	25%
2014	5	5	3	60%

STUDENTS COMPLETING ATER PUBLISHED PROGRAM LENGTH- 150% COMPLETION RATES

CALENDAR YEAR	Number of Students Who Began Program (1)	Students Available for Graduation (2)	150% Graduates (5)	150% Completion Rate (6)
Coarse Name	Clock Hours		Published Charges	
Manicuring/ Nail Care	400		\$ 2,976.50	
2013	4	4	2	50%
2014	5	5	2	40%

1. Number of students who began program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
2. Students available for graduation is the number of students who began program minus the number of students unavailable for graduation, which minus those students who have died, been incarcerated, or called to active military duty.
3. Graduates is the number of students who completed the program within 100% of the published program length.
4. Completion Rate is the Number of Graduates divided by the number of students available for graduation.
5. 150% Graduates is the number of students who completed the program with in 101-150% of the published program length.
6. 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the number of students available for graduation in the published program length period.

PLACEMENT RATES

Calendar Year	Number of Students who began program (1)	Number of Graduates (2)	Graduates Available for employment (3)	Graduates Employed in the field (5)	Placement rate % Employed in the Field	Graduates Employed in the Field an average of less than 32 hours per week	Graduates employed In the field at least 32 hours per week
2013	4	1	1	1	100%	1	0
2014	5	3	3	2	67%	2	0

- (1) Number of students who began program' means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Number of graduates' is the number of students who have completed the program within 100% of the published program length.
- (3) Graduates available for employment' means the number of graduates minus the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau- approved postsecondary institution.
- (4) Graduates employed in the field' means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- (6) Graduates may obtain from the Placement office the institutions list of the employment positions available.

EXAMINATION PASSAGE RATES

Calendar year	Number of Students Taking the Exam (1)	Number Who Passed First Exam Taken (2)	Number Who Failed First Exam Taken	Passage Rates (3)
2013	4	3	1	75%
2014	3	3	0	100%

- (1) Number of students taking exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- (2) Number who passed first exam taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempted.
- (3) Passage rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

SALARY AND WAGE INFORMATION

Calendar Year	Graduates Available for Employment (1)	Graduates employed in the field (2)	Annual salary and wages reported Graduates employed in the field (3)																					
			0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	No income reported
			*Earnings are displayed in thousands. The amount of earnings reported is shown in the range below from: 0-5000, 5001-10000, 10001-15000, 15001-20000, 20001-25000 and so on for each subsequent range.																					
2013	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2014	3	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- (1) Graduates available for employment' means the number of graduates minus the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau- approved postsecondary institution.
- (2) Graduates employed in the field means graduates who are gainfully employed within six months of graduation in a position for which the skills obtain through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (3) Salary is as reported by the students. Not all graduates report salary.
If you have any questions about how the data reflected above charts was gathered or if you want a list of employment positions determined to be within the field for an specific program for which statistics are reported above, please speak with an Administrations Representative
- (4) Graduates may obtain from the institution's Placement office a list of the objective sources of information used to substantiate the salary disclosure.

Three-Year Cohort Default Rate as Published by USDE 09-22-14	Percentage of Enrolled Students Receiving Federal Student Loans
09-22-14 Official Cohort Default Rate is 16.6%	93.01%

This fact sheet is filed with the bureau for private postsecondary education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding the fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

P.O. Box 980818
West Sacramento,
CA 95798-0818
Web site: www.bppve.ca.gov
P: (888) 370-7589 or (916) 431-6959 F: (916) 263-1897

BPPE FACT SHEET FOR COSMETICIAN

BPPE FACT SHEET FOR COSMETICIAN	School Name: Bridges Beauty College
Disclose by date: 01/01/15	Street Address: 16515 Mojave Drive
	City, State, Zip Code: Victorville CA, 92395
	Phone Number: 760-245-2522
	Fax: 760-245-5681
	Website: http://www.bridgesbeautycollege.com

PROGRAM TITLE – PROGRAM LENGTH

Coarse Name	Clock Hours	Published Charges
Cosmetician	600	6473.25

;

COMPLETION RATES

Calendar Year	Number of Students Who Began the Program (1)	Students Available for graduation (2)	Graduates (3)	Completion Rates (4)
2013	0	0	0	0
2014	0	0	0	0

- (1) Number of students who began program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Students available for graduation is the number of students who began program minus the number of students unavailable for graduation, which minus those students who have died, been incarcerated, or called to active military duty.
- (3) Graduates is the number of students who completed the program within 100% of the published program length.

STUDENTS COMPLETING ATER PUBLISHED PROGRAM LENGTH- 150% COMPLETION RATES

CALENDAR YEAR	Number of Students Who Began Program (1)	Students Available for Graduation (2)	150% Graduates (5)	150% Completion Rate (6)
2013	0	0	0	0
2014	0	0	0	0

- (1) Completion Rate is the Number of Graduates divided by the number of students available for graduation.

- (2) 150% Graduates is the number of students who completed the program with in 101-150% of the published program length.
- (3) 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the number of students available for graduation in the published program length period.

PLACEMENT RATES

Calendar Year	Number of Students who began program (1)	Number of Graduates (2)	Graduates Available for employment (3)	Graduates Employed in the field (5)	Placement rate % Employed in the Field	Graduates Employed in the Field an average of less than 32 hours per week	Graduates employed In the field at least 32 hours per week
2013	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0

- (1) Number of students who began program' means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Number of graduates' is the number of students who have completed the program within 100% of the published program length.
- (3) Graduates available for employment' means the number of graduates minus the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau- approved postsecondary institution.
- (4) Graduates employed in the field' means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- (6) Graduates may obtain from the Placement office the institutions list of the employment positions available.

EXAMINATION PASSAGE RATES

Calendar year	Number of Students Taking the Exam (1)	Number Who Passed First Exam Taken (2)	Number Who Failed First Exam Taken	Passage Rates (3)
2013	0	0	0	0
2014	0	0	0	0

- (1) Number of students taking exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- (2) Number who passed first exam taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempted.
- (3) Passage rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

SALARY AND WAGE INFORMATION

Calendar Year	Graduates Available for Employment (1)	Graduates employed in the field (2)	Annual salary and wages reported Graduates employed in the field (3)																					
			*Earnings are displayed in thousands. The amount of earnings reported in shown in the range below from: 0-5000, 5001-10000, 10001-15000, 15001-20000, 20001-25000 and so on for each subsequent range.																					
			0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	No income reported

BPPE FACT SHEET FOR COSMETICIAN CONT.

leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau- approved postsecondary institution.

- (1) Graduates employed in the field means graduates who are gainfully employed within six months of graduation in a position for which the skills obtain through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
- (2) Salary is as reported by the students. Not all graduates report salary.
If you have any questions about how the data reflected above charts was gathered pr if you want a list of employment positions determined to be within the field for an specific program for which statistics are reported above, please speak with an Administrations Representative
- (4) Graduates may obtain from the institution’s Placement office a list of the objective sources of information used to substantiate the salary disclosure.

Three-Year Cohort Default Rate as Published by USDE 09-22-14	Percentage of Enrolled Students Receiving Federal Student Loans
Official Cohort Default Rate is 16.6	93.01%

This fact sheet is filed with the bureau for private postsecondary education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding the fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

P.O. Box 980818
West Sacramento,
CA 95798-0818
Web site: www.bppve.ca.gov
P: (888) 370-7589 or (916) 431-6959
F: (916) 263-1897

[10010] SCHOOL PERFORMANCE FACT SHEET FOR BARBERING

BPPE FACT SHEET FOR	School Name Bridges Beauty College #338 #338-2
Disclose by date: 01/01/2015	Street address 16515 Mojave Dr
	City, State Zip Code Victorville CA 92395
	Phone number 760-245-2522
	Fax Phone 760-245-5681
	Website www.bridgesbeautycollege.com

Note: For Bridges Beauty College first Barber class will be July 2014
Program Title – Program Length:

Course Name	Clock Hours	Published Charges
BARBERING	1500	15,750.00

No other rates available due to our first barber class was July 2014

Completion Rates:

Calendar Year	Number of students who began program (1)	Students available for graduation (2)	Graduates (3)	Completion rate (4)
2013	0	0	0	0%
2014	0	0	0	0%

STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH--150% COMPLETION RATES

Calendar Year	Number of students who began program (1)	Students available for graduation (2)	150% Graduates (5)	150% Completion rate (6)
2013	0	0	0	0%
2014	0	0	0	0%

- (1) Number of Students Who Began Program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- (2) Students available for graduation is the number of students who began program minus the number of Students unavailable for graduation, which means those students who have died, been incarcerated, or called to active military duty.

SCHOOL PERFORMANCE FACT SHEET FOR BARBERING CONT.

- (3) Graduates' is the number of students who completed the program within 100% of the published program length.
 (4) Completion Rate is the number of Graduates divided by the Number of Students Available for Graduation.
 (5) 150% Graduates is the number of students who completed the program within 101-150% of the published program length.
 (6) 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

PLACEMENT RATES

Calendar Year	Number of students who began program (1)	Number of Graduates (2)	Graduates Available for Employment (3)	Graduates employed in the field (4)	Placement rate % Employed in the Field (5)	Graduates employed in the field an average of less than 32 hours per week	Graduates employed in the field at least 32 hours per week
2013	0	0	0	0%	0	0	0
2014	0	0	0	0%	0	0	0

- (1) Number of Students Who Began Program' means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
 (2) Number of Graduates' is the number of students who have completed the program within 100% of the published program length.
 (3) Graduates available for employment' means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
 (4) Graduates who are gainfully employed, in a single position for which the institution represents, the program prepare graduates, within six months after the student completes the applicable educational program. For occupations requiring passage of a licensing exam prior to employment, institutions may count the graduate if employment begins "in a single position, for which the institution represents, its program prepares its graduates within six months of the announcement of the first licensure exam results."
 (5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

EXAMINATION PASSAGE RATES

Calendar Year	Number of students taking the exam (1)	Number who passed first exam taken (2)	Number who failed first exam taken	Passage rate (3)
2013	0	0	0	0%
2014	0	0	0	0%

- (1) Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
 (2) Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
 (3) Passage Rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

Salary and Wage Information:

Program Title and program Length:

Calendar Year	Graduates Available for Employment (1)	Graduates Employed In Field (2)	Annual Salary and Wages Reported by Graduated Employed in the Field (3) Amounts are reported in 5,000 brackets. 51K + = more than 50,000 reported, finally, NR is the number of students not responding to the survey.											
			5,000	10,000	15,000	20,000	25,000	30,000	35,000	40,000	45,000	50,000	51K+	NR
2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- (1) Graduates available for employment mean the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment mean graduates who, after graduation, died, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or

SCHOOL PERFORMANCE FACT SHEET FOR BARBERING CONT.

bureau-approved postsecondary institution.

(2) Graduates who are gainfully employed, in a single position for which the institution represents, the program prepare graduates, within six months after the student completes the applicable educational program.

(3) Salary is as student.

reported

Three-Year Cohort Default Rate as Published by USDE 09-22-14	Percentage of Enrolled Students Receiving Federal Student Loans
16.6 %	93.01 %

reported by the Not all graduates salary.

You may have questions relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding the fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

P.O. Box 980818
West Sacramento,
CA 95798-0818
Web site: www.bppve.ca.gov
P: (888) 370-7589 or (916) 431-6959
F: (916) 263-1897

GAINFUL EMPLOYMENT DISCLOSURE- MAIN CAMPUS

PROGRAM NAME & LENGTH

COSMETOLOGY (Course#1)

CIP CODE: 12.0401

CIP Program description:

Cosmetology, General.

Program level: Undergraduate certificate

Program length in months:

12

RELATED OCCUPATIONS:

39-5012 Hairdressers, Hairstylists, and Cosmetologist
 39-5091 Makeup Artists, Theatrical and Performance
 39-5092 Manicurists and Pedicurists
 39-5093 Skincare Specialists

COST:

Tuition & Fees: 17,018.00

(Tuition + Fees + STRF - 16,800 + 75.00 + 9,00

Pre-application fee 134.00)

Books & Supplies:

1,545.00

Institution does not offer on-campus living.

DEBT AT PROGRAM COMPLETION:

1) Students completing the program:

2) 52

07/01/2013 – 06/30/2014

3) Of the 52 completers reported above, enter the number completing with any student loan debt:

51

4) Median Federal student loan debt:

6,413.00

5) Median Private student loan debt:

100.00

6) Median Institutional finance plan debt:

0.00

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete:

12

Completing in normal time (by course definitions):

3 (5.77% of 52)

BREAK DOWN:

338001 MONTHS: 12 COMPLETED: 52 NORMAL TIME: 3

Completing in normal time (by student schedules):

4 (7.69% of 52)

BREAK DOWN:

338001 MONTHS: 12 COMPLETED: 52 NORMAL TIMES: 4

PROGRAM NAME & LENGTH

MANICURIING/ NAIL CARE (Course #) 12

CIP CODE: 021282-120410-01

CIP Program description:

Nail Technician/ Specialist and Manicurist.

Program level: Undergraduate certificate

Program length in months: 3

RELATED OCCUPATIONS:

1. Manicurists and Pedicurists

COST:

Tuition & Fees: 2,495.50

(Tuition 2300.00 + Fees 75,00 + STRF 1.50)

Pre-application fee 119.00

Books & Supplies: 600.00

DEBT AT PROGRAM COMPLETION: YES

1.) Students completing the program: 4

07/01/2013- 06/30/2014

2.) Of the 4 completers reported above, enter the number completing with any student loan 0

3.) Median Federal student loan debt: 0

4.) Median Private student loan debt: 0

5.) Median Institutional finance plan debt: 0

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete: 3

Completing in normal time (by course definitions): 3 (75 % of 4)

BREAK DOWN:

338001 MONTHS: 3 COMPLETED: 4 NORMAL TIME: 3

Completing in normal time (by student schedule) 3 (75% of 4)

BREAK DOWN:

338001 MONTHS: 3 COMPLETED: 4 NORMAL TIME: 3

PROGRAM NAME & LENGTH

COSMETICIAN

CIP CODE: 120406

CIP Program description:

Cosmetician.

Program level: Undergraduate certificate

Program length in months: 5

RELATED OCCUPATIONS:

Manicurists and Pedicurists

COST:

Tuition & Fees: 5,820.00

Books & Supplies: 575.00

DEBT AT PROGRAM COMPLETION:

Students completing the program: 0

07/01/2013- 06/30/2014

Of the 5 completers reported above, enter the number completing with any student loan 0

Median Federal student loan debt:

0.00

Median Private student loan debt:

0.00

Median Institutional finance plan debt:

0.00

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete:				0
Completing in normal time (by course definitions):				0 (00.00% of 0)
BREAK DOWN:				
338001	MONTHS: 0	COMPLETED: 0	NORMAL TIME: 0	
Completing in normal time (by student schedule)				0 (00.00% of 0)
BREAK DOWN:				
338001	MONTHS: 0	COMPLETED: 0	NORMAL TIME: 0	

PROGRAM NAME & LENGTH

BARBERING

CIP CODE: 120402

CIP Program description:

Barber, General.

Program level: Undergraduate certificate

Program length in months:

12

RELATED OCCUPATIONS:

- 39-5012 Hairdressers, Hairstylists, and Cosmetologist
- 39-5091 Makeup Artists, Theatrical and Performance
- 39-5092 Manicurists and Pedicurists
- 39-5093 Skincare Specialists

COST:

Tuition & Fees:	17,419.00
Books & Supplies:	1,452.00
Institution does not offer on-campus living.	

DEBT AT PROGRAM COMPLETION:

- | | |
|---|-------------|
| 1) Students completing the program:
07/01/2013 – 06/30/2014 | <u>0</u> |
| 2) Of the 52 completers reported above, enter the number completing with any student loan debt: | <u>0</u> |
| 3) Median Federal student loan debt: | <u>0.00</u> |
| 4) Median Private student loan debt: | <u>0.00</u> |
| 5) Median Institutional finance plan debt: | <u>0.00</u> |

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete:				12.00
Completing in normal time (by course definitions):				0 (0.0% of 0)
BREAK DOWN:				
338001	MONTHS: 0	COMPLETED: 0	NORMAL TIME: 0	
Completing in normal time (by student schedules):				0(0.0% of 0)
BREAK DOWN:				
338001	MONTHS: 0	COMPLETED: 0	NORMAL TIMES: 0	

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and parents or guardians of dependent minors certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Bridges Beauty College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CONT.

record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent (**each time**) before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Bridges Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a

student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bridges Beauty College.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within Bridges Beauty College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)the information is necessary to determine eligibility

for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations \ conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CONT.

respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegations made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.37 What conditions apply to disclosing directory information?

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:

(1) The types of personally identifiable information that the agency or institution has designated as directory information;

(2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without complying with the notice and opt out conditions in paragraph (a) of this section. However, the agency or institution must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

(c) A parent or eligible student may not use the right under paragraph (a)(2) of this section to opt out of directory information disclosures to prevent an educational agency or institution from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

(d) An educational agency or institution may not disclose or confirm directory information without meeting the written consent requirements in §99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

(Authority: 20 U.S.C. 1232g(a)(5) (A) and (B))

[53 FR 11943, Apr. 11, 1988, as amended at 73 FR 74854, Dec. 9, 2008e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.31 Under what conditions is prior consent not required to disclose information?

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.

(B) A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party—

(1) Performs an institutional service or function for which the agency or institution would otherwise use employees;

(2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and

(3) Is subject to the requirements of §99.33(a) governing the use and re-disclosure of personally identifiable information from education records.

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

(2) The disclosure is, subject to the requirements of §99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Note: Section 4155(b) of the No Child Left Behind Act of 2001, 20 U.S.C. 7165(b), requires each State to assure the Secretary of Education that it has a procedure in place to facilitate the transfer of disciplinary records with respect to a suspension or expulsion of a student by a local educational agency to any private or public elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

(3) The disclosure is, subject to the requirements of §99.35, to authorized representatives of—

(i) The Comptroller General of the United States;

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CONT.

(ii) The Attorney General of the United States;

(iii) The Secretary; or

(iv) State and local educational authorities.

(4)(i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

(A) Determine eligibility for the aid;

(B) Determine the amount of the aid;

(C) Determine the conditions for the aid; or

(D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a)(4)(i) of this section, *financial aid* means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

(Authority: 20 U.S.C. 1232g(b)(1)(D)) • To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.34 What conditions apply to disclosure of information to other educational agencies or institutions?

(a) An educational agency or institution that discloses an education record under §99.31(a)(2) shall:

(1) Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless:

(i) The disclosure is initiated by the parent or eligible student; or

(ii) The annual notification of the agency or institution under §99.7 includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;

(2) Give the parent or eligible student, upon request, a copy of the record that was disclosed; and

(3) Give the parent or eligible student, upon request, an opportunity for a hearing under subpart C.

(b) An educational agency or institution may disclose an education record of a student in attendance to another educational agency or institution if:

(1) The student is enrolled in or receives services from the other agency or institution; and

(2) The disclosure meets the requirements of paragraph (a) of this section.

(Authority: 20 U.S.C. 1232g(b)(1)(B))

[53 FR 11943, Apr. 11, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008] e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.35 What conditions apply to disclosure of information for Federal or State program purposes?

[Link to an amendment published at 76 FR 57642, 2011.](#)

(a)(1) Authorized representatives of the officials or agencies headed by officials listed in §99.31(a)(3) may have access to education records in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

(2) Authority for an agency or official listed in §99.31(a)(3) to conduct an audit, evaluation, or compliance or enforcement activity is not conferred by the Act or this part and must be established under other Federal, State, or local authority.

(b) Information that is collected under paragraph (a) of this section must:

(1) Be protected in a manner that does not permit personal identification of individuals by anyone other than the officials or agencies headed by officials referred to in paragraph (a) of this section, except that those officials and agencies may make further disclosures of personally identifiable information from education records on behalf of the educational agency or institution in accordance with the requirements of §99.33(b); and

(2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.

(c) Paragraph (b) of this section does not apply if:

(1) The parent or eligible student has given written consent for the disclosure under §99.30; or

(2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C. 1232g(b)(3))

[53 FR 11943, Apr. 11, 1988, as amended at 73 FR 74854, Dec. 9, 2008] e-CFR Data is current as of December 6, 2011 **Title 34: Education**

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.36 What conditions apply to disclosure of information in health and safety emergencies?

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CONT.

information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from—

(1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

(2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or

(3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination, the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

(Authority: 20 U.S.C. 1232g (b)(1)(l) and (h))

[53 FR 11943, Apr. 11, 1988; 53 FR 19368, May 27, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008] e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.39 What definitions apply to the nonconsensual disclosure of records by postsecondary educational institutions in connection with disciplinary proceedings concerning crimes of violence or non-forcible sex offenses?

As used in this part:

Alleged perpetrator of a crime of violence is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses that are defined in appendix A to this part:

Arson

Assault offenses

Burglary

Criminal homicide—manslaughter by negligence

Criminal homicide—murder and non-negligent manslaughter

Destruction/damage/vandalism of property

Kidnapping/abduction

Robbery

Forcible sex offenses.

Alleged perpetrator of a non-forcible sex offense means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest. These offenses are defined in appendix A to this part.

Final results means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within the institution. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the institution against the student.

Sanction imposed means a description of the disciplinary action taken by the institution, the date of its imposition, and its duration.

Violation committed means the institutional rules or code sections that were violated and any essential findings supporting the institution's conclusion that the violation was committed.

(Authority: 20 U.S.C. 1232g(b)(6))

[65 FR 41853, July 6, 2000]

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the seventh business day following your first class session as described in the Notice of Cancellation Form that will be given to you in your first class. Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address, and phone number below for information.

If you have any complaints, questions, or problems you cannot work out with the school, write or call:

**BUREAU FOR PRIVATE POSTSECONDARY
EDUCATION**

**2535 Capitol Oaks Drive, Suite 400
W. SACRAMENTO, CA. 95833
(916) 431-6959**

Or

**NACCAS
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
(703) 600-7600**

SCHOOL CLOSURE

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

If the school closes permanently and ceases to offer instruction after the students have enrolled, and instruction has begun, the school must make arrangements for students. The school has an option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

COURSE CANCELLATION

If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

If the school cancels a course and or program and ceases to offer the instruction after students have enrolled and instruction has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide a pro rata refund for all students transferring to another school based on the hours accepted by The receiving school

GRIEVANCE POLICY

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Director; Ms. Irma Silva.
3. If you are unable to deliver the form to the Director you may deliver it to the Vice President:
**Ms. Ivet Silva @ Bridges Beauty College- 16515 MOJAVE DR. VICTORVILLE, CA.
92395**
4. All grievances regardless of their nature will be turned over to the owner and reviewed.
5. The director will evaluate the grievance and set up an appointment with the person within five days from the receipt of the form. If the grievance is an emergency it will be addressed within 24 hours.
6. Any grievances that you cannot work out with the institution you may contact:

**BUREAU FOR PRIVATE POSTSECONDARY
EDUCATION**

**2535 Capitol Oaks Drive, Suite 400
W. SACRAMENTO, CA. 95833
Ph# (916) 431-6959**

Or

**NACCAS
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
(703) 600-7600**

BRIDGES BEAUTY COLLEGE: FEDERAL CLERY DISCLOSURE ACT STATEMENT

Federal Clery Disclosure Act requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period

Occurrences 2014 Calendar Year

Crimes Reported	2014	Location:#338 and #338-2 C=Campus N=Non-campus P=Public	Hate Crime?
Murder (Includes non-negligent manslaughter)	0		
Negligent manslaughter	0		
Sex offenses (forcible & non-forcible)	0		
Sex Offenses (Incest, Statutory rape)	0		
Robberies	0		
Aggravated assaults	0		
Burglaries	0		
Motor Vehicle Thefts (on Campus)	0		
Arson	0		
*Petty Theft. No report desired.			
Number of arrest made for the following crimes	2014	Referred for campus disciplinary action? (Yes) (No)	
Liquor Laws	0		
Drug laws	0		
Weapons Possession	0		

NOTE: Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution employs campus security personnel at night hours and encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's administration who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
4. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify

BRIDGES BEAUTY COLLEGE: FEDERAL CLERY DISCLOSURE ACT STATEMENT CONT.

their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

5. Current policies concerning campus law enforcement are as follows:

**BRIDGES BEAUTY COLLEGE: FEDERAL CLERY DISCLOSURE ACT
STATEMENT CONT.**

6. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
7. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
8. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
- e. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
- f. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
- g. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request. The institution does not offer regularly scheduled crime awareness or prevention program other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
9. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
10. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
11. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
12. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
13. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes. This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus. This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's	Irma Silva
Title	Owner/Director
School Name	Bridges Beauty College #338 and #338-2
Street address (main campus)	16515 Mojave Dr.
City, State Zip	Victorville, CA 92394
Phone No.	(760) 245-2522

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

PRE-APPLICATION PROCEDURE

Pre applications are done at 75% of course completion for cosmetologists and cosmeticians, and 60% for manicurists. An appointment is not needed to pre-apply, but is highly recommended. Payments may be done with a personal check or with a money order. Since the student is only given a **one** day window of opportunity to pre-apply, maintaining an accurate record of hours completed is important. It is the student's responsibility to mail out the pre-application.

Appropriate hours and fees are as follows:

<u>Course</u>	<u>Hours</u>	<u>Fees</u>
Cosmetology:	1200-1206 hours	\$134.00
Manicuring/Nail Care:	240-246 hours	\$119.00
Cosmetician:	450-456 hours	\$124.00
Barbering:	1125-1131 hours	\$134.00

SCHOOL RULES AND POLICES

These rules are designed to promote professionalism and good work habits for our students, and to aid you in completing your course. This will allow you to become employed as a Cosmetologist, Manicurist, Barber or Cosmetician. Violation of school rules may result in suspension or termination. In order for the school to run efficiently, and to promote a positive learning environment, the following rules and policies must be understood and followed by **all students**.

MANDATORY

1. All students must be clocked in by 8:07 a.m., Monday through Friday. (**Night school: by 3:07pm Tues-Fri & sat 8:07am, Cucamonga 8:37am*)
2. Students arriving after 8:07 a.m. have missed morning theory, and will not be allowed to clock-in until 9:00 a.m. (**Night school: after 3:07pm—4:00pm, Cucamonga 8:37am—2:30pm*)
3. Students, who are tardy, more than 5 times a month, will be counseled and if tardiness continues, placed on probation.
4. All students arriving after 10:00 a.m. must present documentation (such as a doctor's note etc.) and have permission to clock in granted by the supervising instructor. (**Night school: after 5:00pm*)

TIMECARD POLICY

5. All students must use both the timecard upon arrival, during lunch, at the end of the day *and* when leaving school premises for any reason. Failure to do so will result in loss of time and one-week suspension (1st offence), or withdrawal from school (2nd offence).
6. All timecards must be left with the receptionist during lunches and breaks.
7. A 30 min. lunch break must be shown on the timecard if the student is attending more than a 6 hour day. Freshmen students must show a lunch break on his/her timecards.
8. Freshman students will take their lunches as directed by the instructor from 12:30 a.m. -1:00 p.m. Students working on the clinic floor take their lunches at 11:30 a.m. and 12:30 p.m. (on occasion lunch times may vary, as breaks are taken around your clients) (**night school: same times on Sat, Tues-Fri breaks substitute lunchtime*)
9. Sign in every day before 10 a.m. at the front desk. If not signed in, a present student may be sent home. (**Night school: before 5:00pm*)

SCHOOL RULES AND POLICES CONT.

- Both 6 hour and the 8 hour students are allowed a 10 minute break at 9 a.m. and another at 2 p.m. These breaks may not be combined. Breaks at unassigned times will not be permitted. (*Night school: 4:00pm & 7:00pm, Cucamonga 9:30am & 2:00pm)
- Students must keep a daily time card with a record of completed hours and operations. Both the student and the instructor must sign cards each night. Timecards must not be defaced in any way. Please fill-out and sign time cards with black or blue ink. No nicknames or white out on timecards will be accepted.
- Time cards must be kept in the box by the time clock and are to remain in the school at all times.
- Students taking unearned credits on their timecards or found off the school premises while “clocked-in” will be suspended for 2 weeks (1st offence), or withdrawn (2nd offence).
- Students will be expelled from school if they are under the influence of drugs or alcohol or found having any kind of weapon (guns. Knives, etc.)

GENERAL INFORMATION

- All students must call in absences to the front desk receptionist.
- Visiting friends or family members are not permitted on the clinic floor unless they are receiving a service. All supplies for personal services must be paid by the student who is to receive the service. Family members, friends, children, etc. must pay for all services.
- Only chemical products furnished by the school may be used on clients. All supplies used by the students for personal services must be paid for by the student who is to receive the service. Family members, friends, children etc... must pay full price for their services.
- Students who wish to receive personal services must be maintaining minimum standards in attendance & grades, and must first be granted permission by the instructor-in-charge. Senior students may not work on freshman students or vice versa. Failure to follow policy will disqualify the student from subsequent personal services.
- It is the student’s responsibility to make up missed tests and assignments after each absence.
- Personal grooming is not permitted on the clinic floor or classroom. All students are expected to arrive well groomed in a clean prescribed uniform. Only closed toed tennis shoes (with **LACES**) should be worn. No hats/headwear/bandanas.
- Students not “applying effort” while on the clock will be clocked out for the day.
- The use of, or possession of, alcohol or drugs will result in an immediate withdrawal from school.
- Sleeping, placing heads on desks, defacing school property, or causing discord in the classroom or laboratory, will be grounds for suspension/withdrawal. Any type of stealing will be an automatic Withdrawal
- Cell phones must be turned off when in the classroom or when working with clients. 1st offense will receive a warning, 2nd offense is a 2-day suspension.**
- Students are not permitted to refuse a client service. To do so will result in an immediate “clock-out” and one full day suspension (1st offence), one week suspension (2nd offence), withdrawal (3rd offence).
- AN INSTRUCTOR MUST CHECK ALL STUDENT WORK BEFORE CREDIT WILL BE GIVEN.
- Food and drink are not permitted in the classrooms or clinic. **Bottled water only.**
- Students are required to clean their work stations, mirrors, and chairs each night. In addition students will be assigned clean-up chores such as filling shampoos, straightening magazines, sweeping, and cleaning their lunchroom.
- Stations/mirrors should be well kept/organized and free of distracting decorations.
- Students are expected to behave professionally towards coworkers, clients, and school staff. Insubordination toward a staff member will be grounds for immediate withdrawal.
- Gossiping, using vulgar language, and making threatening remarks, or gestures, towards another student will result in a 2-day suspension (1st offence) and withdrawal (2nd offence).
- Students must not visit or loiter with other students on the clinic floor where customers are being served.
- For the consideration of others, graduating student’s parties should be from 1:00 p.m.- 2:00 p.m. (*night school: 7:00pm- 8:00pm)
- More than four absences in one month (or missing four or more morning theories), disqualifies a student from personal services the following month. Our Institution does not have excused and unexcused absences policy; our programs are all hourly programs that require all the students to comply with attendance.

FINANCIAL AID

- All students are expected to maintain an average of 67% or better for attendance, and a 75% or better for grades, and course related requirements. Students failing to maintain minimum standards will be placed on probation. Students not meeting probation requirements, will be withdrawn from school

2. Students must notify the administration office of any change of address or phone number.
3. Students absent 21 days or more, without notifying the administration office, will be withdrawn from school.
4. Students found taking unearned credits on their time cards will be suspended or withdrawn. Forgery in any form will be grounds for immediate withdrawal.
5. Student counseling, academic or personal, is available to our students upon written request at front desk.
6. **Day students may not change to night classes or vice versa.**

TUITION AND FEE SCHEDULE

COURSE	TUITION	Registration Fee*	Textbook Fee*	Uniforms Fee*	Equipment Fee*	Application/Licensing Fee	Total	*VA WKS
Cosmetology	17,600.00	75.00	648.00	70.00	957.00	134.00	19,484.00	53.33
Manicuring/Nail Care	2,300.00	75.00	200.00	70.00	330.00	119.00	3,094.00	13.33
Cosmetician	6,600.00	75.00	150.00	70.00	455.00	124.00	7,474.00	20.00
Barbering	16,500.00	75.00	231.85	70.00	1238.15	134.00	18,249.00	51.00

*Above is not refundable

= **Students utilizing Veterans' Benefits from the Department of Veterans Affairs**

NOTE: Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

TEXT BOOK DISCLOSURE

Bridges Beauty College currently has a membership with pivot point international to purchase books yearly. Since these books can only be purchased through membership they do not have an ISBN #. Students cannot purchase them without membership.

Please Note: Once the kit is used, they are not returnable or refundable due to sanitary considerations. Above kits prices include 8.75% sales tax.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

TUITION AND FEES POLICIES

As of 07/01/08 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made (if needed it) for the balance of the hours required or the completion of course. Hourly tuition rate for: Cosmetology, **\$10.50** p/h; Barbering \$10.50; Cosmetician is **\$9.70** p/h, Manicuring/Nail Care is **\$5.75** p/h.

BRUSH-UP

Students requiring preparation for the licensing exam will be billed at the course hourly rate and registration fee of \$75.00. Students must furnish their own equipment.

HOUSING

(A) Bridges Beauty College does not have dormitory facilities under its control;

(B) the following information is for any student that is looking for housing that is reasonably near the institutions facilities; **Travel Inn & Suites** **Estimated Daily Rates: \$48.99**
14998 7th ST, **Weekly Rates: \$ 210.00**
Victorville, CA 92394 **Monthly Rates: \$750.00**
(760)245-8627

One bedroom apartment reasonably near the institution are going for \$750.00 Monthly.

(C) Bridges Beauty College has no responsibility to find or assist a student in finding housing.

METHOD OF PAYMENT

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. The institution accepts payments from cash, credit cards, money orders, check, and Title IV, loan.

SCHOLARSHIPS

Bridges Beauty College, awards scholarships to local high school graduates. Five hundred dollar (\$500.00) scholarships are given to Victorville, Hesperia, Apple Valley and Serrano high schools and continuation schools each year based on requests. In order to be eligible for a scholarship, you must maintain a "C" (75%) or better at all times in academics and attendance. The high school faculty determines the recipients by need and desire. ***Scholarship must be present at time of enrollment only. Scholarship valid upon completion of course***

*RIGHT TO WITHHOLD TRANSCRIPTS/GRADES FOR NON PAYMENT OF TUITION

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, 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.

REFUND POLICY

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 incurred (**including absences**), there will be no refund to the student. If the student has received federal student aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If an Applicant is not accepted by the school he/she is entitled to a refund of all monies except the non-refundable application fee.

A registration fee of \$ 75 **is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits 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. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the 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.

RETURN OF TITLE IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed

REFUND POLICY CONT.

by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid

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. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution. **Student initial's**

COMPLIANCE STATEMENT

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

FINANCIAL AID—CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs include:

Federal PELL Grant: Does not require repayment (FPELL)***

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG) ***

Federal Direct Stafford Loans - Subsidized: Must be repaid***

Federal Direct Stafford Loans - Unsubsidized: Must be repaid***

Federal Direct Plus Loans: Must be repaid***

*****Denotes the programs available at this institution**

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at Bridges Beauty College may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1(800) 433-3243.

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

INSTITUTION'S POLICY REGARDING THE COLLECTION OF TUITION FOR EACH TYPE OF PROGRAM

Ed. Code §94899.5(a) Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction. Manicurist is the only program offered 4 months or less. Student has a five-day trial period then three monthly payments are due.

Ed. Code §94899.5(b) For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

Ed. Code §94899.5(c) The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male born on or after January 1, 1960);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- Agree to use any federal student aid received solely for educational purposes.

FINANCIAL AID MECHANISM

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

FSEOG SELECTION CRITERIA

1. Students with zero Expected Family Contribution are selected first.
2. First come first served basis.
3. FSEOG funds granted are normally the same amount as long as the funds are available.
4. Matching funds granted are also the same amount as long as the funds are available.

THE U.S. DEPT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) \$5,776 maximum annual limit

(Does not require repayment)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)*

(Does not require repayment)

Federal Work Study*

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

Direct Federal Stafford LOANS

Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)*.

Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).**

Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE

PAYMENTS ARE VERY EXPENSIVE. NON PAYMENT IS A VERY DAMAGING TO YOUR CREDIT HISTORY AND FUTURE BORROWING POWER.

()Annual loan limits and based on educational levels within the course of enrollment.**

Loan levels are specifically designated to the course of study at this institution

LOAN INTEREST RATES BY DISBURSEMENT DATE

Loan Type	First Disbursed
Direct Subsidized Loans	7/1/15 06/30/16 Fixed at 4.66%
Direct Unsubsidized Loans	Fixed at 4.66%
Direct PLUS Loans	Fixed at 7.21%

Grace Periods

- If your loan was/is first disbursed from July 1, 2015 through June 30, 2016, the federal government will not pay the interest during your grace period.
- Graduate and professional student borrowers with Direct and FFEL PLUS loans that were first disbursed on or after July 1, 2008 receive an automatic deferment while in school and a six-month deferment (comparable to a grace period) after they graduate, leave school, or drop below half-time enrollment.

For more specific information on each program please refer to the student guides available at:

Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html

New Online Financial Awareness Counseling

For an interactive experience to help you better understand and manage your student loans, visit www.studentloans.gov. You'll find financial Awareness Counseling under Tools and Resources on the home page.

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2015-2016, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$5,776

Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$400.00

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that

APPLICATION FOR AID, PROCEDURES AND FORMS CONT.

borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:

Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Determining Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S.

Congress that calculated your Expected Family Contribution. Bridges Beauty College utilizes the Free Application for

Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S.

Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution

COST OF ATTENDANCE

CALIFORNIA STUDENT AID COMMISSION, 2015- 2016 Student Expense Budgets

ALLOWANCE	WITH PARENT	ON CAMPUS HOUSING	OFF CAMPUS HOUSING
TUITION AND FEES ¹	ACTUAL INSTITUTIONAL CHARGES		
BOOKS AND SUPPLIES ²	\$1,764 PER ACADEMIC YEAR.		
FOOD ³ Per Month: Per Year:	\$ 530 / MO \$ 4,770 /YR	ACTUAL INSTITUTIONAL CHARGES ⁴	\$ 420 /MO \$ 3,780/YR
HOUSING ⁵ Per Month: Per Year:	INCLUDED IN ABOVE		\$ 910 /MO \$ 8,190/YR
TRANSPORTATION ⁶ Per Month: Per Year:	\$ 125 /MO \$ 1,125 /YR	\$ 95 /MO \$ 855 /YR	\$ 141/ MO \$ 1,269 YR
PERSONAL / MISC ⁷ Per Month: Per Year:	\$ 351 /MO \$ 3,159 /YR	\$ 258 /MO \$ 2,322 /YR	\$ 322/ MO \$ 2,898 /YR
CHILD / DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN		
LOAN FEES	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORIGATION AND INSURANCE FEES		
TOTAL, Excluding Allowances based on actual institutional charges Per Month: Per Year:	\$ 1,202 /MO \$10,818 /YR	\$ 549 /MO \$ 4,941 /YR	\$ 1,989 / MO \$ 17,901 / YR

(The cost of uniforms is included in the personal allowance or included in the school charges)

COST OF ATTENDANCE CONT.

Award Concept, Selection of Recipients and Packaging Criteria

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

ALL LOANS MUST BE REPAYED.

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 80 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/15 to 6/30/16 period. Therefore, the awards to those students will be \$300 through the entire period. As of July 1, 2015, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

TIME LIMITATION ON DIRECT SUBSIDIZED LOAN ELIGIBILITY FOR FIRST-TIME BORROWERS ON OR AFTER JULY 1, 2014

- Maximum eligibility period to receive Direct Subsidized Loans

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your "maximum eligibility period". You can usually find the published length of any program of study in your school's catalog.

For example, if you are enrolled in a 4-year bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is 6 years (150% of 4 years = 6 years). If you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period.

- Periods that count against your maximum eligibility period

The periods of time that count against your maximum eligibility period are periods of enrollment (also known as "loan periods") for which you received Direct Subsidized Loans.

For example, if you are a full-time student and you receive a Direct Subsidized Loan that covers the fall and spring semesters (a full academic year), this will count as one year against your maximum eligibility period.

If you receive a Direct Subsidized Loan for a period of enrollment that is shorter than a full academic year, the period that counts against your maximum usage period will generally be reduced accordingly.

For example, if you are a full-time student and you receive a Direct Subsidized Loan that covers the fall semester but not the spring semester, this will count as one-half of a year against your maximum eligibility period.

With one exception, the amount of a Direct Subsidized Loan you receive for a period of enrollment does not affect how much of your maximum eligibility period you have used. That is, even if you receive a Direct Subsidized Loan in an amount that is less than the full annual loan limit, that lesser amount does not reduce the amount of your maximum eligibility period you have used. The one exception applies if you receive the full annual loan limit for a loan

**TIME LIMITATION ON DIRECT SUBSIDIZED LOAN ELIGIBILITY FOR FIRST-TIME
BORROWERS ON OR AFTER JULY 1, 2015 CONT.**

period that does not cover the whole academic year. In that case, the loan will count as one year against your maximum eligibility period regardless of your enrollment status (half-time, three-quarter time, or full-time).

- Effect of borrowing while enrolled part-time

If you receive a Direct Subsidized Loan when you are enrolled less than full-time, the period that is counted against your maximum eligibility period will be reduced.

For example, if you are enrolled half-time and receive a Direct Subsidized Loan for a period of enrollment that covers a full academic year, this will count as only one-half of a year against your maximum eligibility period.

- Loss of eligibility for additional Direct Subsidized Loans and becoming responsible for paying interest on Direct Subsidized Loans

After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. However, you may continue to receive Direct Unsubsidized Loans.

In addition, if you continue to be enrolled in any undergraduate program after you have received Direct Subsidized Loans for your maximum eligibility period, we will no longer (with certain exceptions) pay the interest that accrues on your Direct Subsidized Loans for periods when we would normally would have done so. The chart below provides examples of these circumstances.

Do I become responsible for paying the interest that accrues on my Direct Subsidized Loans because . . . Yes No

I am no longer eligible for Direct Subsidized Loans and I stay enrolled in my current program?	X
I am no longer eligible for Direct Subsidized Loans, did not graduate from my prior program, and am enrolled in an undergraduate program that is the same length or shorter than my prior program?	X
I transferred into the shorter program and lost eligibility for Direct Subsidized Loans because I have received Direct Subsidized loans for a period that equals or exceeds my new, lower maximum eligibility period, which is based on the length of the new program?	X
I was no longer eligible for Direct Subsidized Loans, did not graduate from my prior program, and am enrolled in an undergraduate program that is longer than my prior program?	X
I lose eligibility for Direct Subsidized Loans and immediately withdraw from my program?	X
I graduated from my prior program prior to or upon meeting the 150% limit, and enroll in an undergraduate program that is the same length or shorter than my prior program?	X
I enroll in a graduate or professional program?	X
I enroll in preparatory coursework that I am required to complete to enroll in a graduate or professional program?	X
I enroll in a teacher certification program (where my school does not award an academic credential)?	X

Remember, your maximum eligibility period can change if you enroll in a different program. So, if you received Direct Subsidized Loans for your maximum eligibility period for one program and then enroll in a longer program, you will not become responsible for interest that accrues on your Direct Subsidized Loans.

If you meet any of the conditions on the prior page, you will become responsible for the interest that accrues on your Direct Subsidized Loans, from the date of your enrollment after meeting the 150% limit, during periods when we would have normally paid the interest for you. Below is a chart that summarizes the periods when we normally pay the interest on your Direct Subsidized Loans, and an explanation and what happens after you become responsible for the interest

During what period am I responsible for paying the interest on my Direct Subsidized Loans . . .

	Before meeting the 150% limit?	After meeting the 150% limit?
While enrolled in school at least half-time	No	Yes
During my grace period on loans first disbursed (paid out) July 1, 2014 through June 30, 2015	Yes	Yes
During my grace period on loans first disbursed (paid out) July 1, 2014 or after	No	Yes
During deferment periods	No	Yes
During certain periods of repayment under the Income-Based Repayment or Pay As You Earn Plan	No	Yes
During forbearance periods	Yes	Yes
During all other periods of repayment	Yes	Yes

TIME LIMITATION ON DIRECT SUBSIDIZED LOAN ELIGIBILITY FOR FIRST-TIME BORROWERS ON OR AFTER JULY 1, 2015, CONT.

If you become responsible for the interest that accrues on your Direct Subsidized Loans, any interest that you do not pay will be capitalized (added to your loan principal balance) at the end of the grace, deferment, or other periods. Capitalized interest increases your loan principal, increases your monthly payment amount under most Direct Loan repayment plans, and causes you to pay more interest over the life of your loan.

Your federal loan servicer will notify you if you become responsible for paying the interest on your Direct Subsidized Loans.

- **Regaining eligibility for Direct Subsidized Loans**

If you become ineligible for Direct Subsidized Loans because you have received Direct Subsidized Loans for your maximum eligibility period, you may again become eligible to receive Direct Subsidized Loans if you enroll in a new program that is longer than your previous program.

If you regain eligibility to receive additional Direct Subsidized Loans because you enrolled a program that is longer than your prior program and you previously became responsible for paying all of the interest that accrues on your Direct Subsidized Loans, we will pay the interest that accrues on your new loans during the periods described in the chart above.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. **(20)**

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

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

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

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

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

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

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

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

Refugee, Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder (T-1, T-2, T-3etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: CONT.

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

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (46) Were you born before January 1, 1992?
2. (47) As of today, are you married? (Yes, if separated but not divorced)
3. (48) At the beginning of the 2015-2016 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc)??
4. (49) Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. (50) Are you a veteran of the U.S. Armed Forces?
6. (51) Do you now have children who will receive more than half of their support from you between July 1, 2015 and June 30, 2016?
7. (52) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2015?
8. (53) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (54) As determined by a court in your state of legal residence, are you or were you an emancipated minor?
10. (55) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (56) At any time on or after July 1, 2014, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
12. (57) At any time on or after July 1, 2014, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
13. (58) At any time on or after July 1, 2014, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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

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

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Recoveries

Recoveries resulting from unearned Title IV funds, are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Refunds

If any refunds are due based on the Return of Title IV calculation or 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. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

INSTITUTIONAL VERIFICATION POLICY AND PROCEDURES

- What is verification?

The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA and printed on the SAR/ISIR. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) via its contractor (CPS) or by the institution's Financial aid Office.

- How do I know that my application has been selected?

The verification flag will have a value of "Y," and next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells applicants they will be asked by their school to provide documentation.

For 2014–2015, verification tracking flags will place the student in one of five verification tracking groups, which will be explained later.

The institution must verify any information in which there is a reason to believe it is incorrect on any application. Students with these applications are considered to be selected for verification by your school even though you may not be verifying the same data as for CPS-selected applications.

The institution, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies.

Regardless whether the application was selected by CPS or by the institution, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

- What Items need to be verified?

Once the student is placed in a group, each group contains different items that need to be verified.

- Verification tracking groups

Students who are selected for verification will be placed in one of the five following groups, V1, V2, V3, V4,V5. The group determines which FAFSA information must be verified for the student. The data to be verified would correspond to the data reported by the student, the student spouse and, or, if applicable, the parent whose data was also included in the FAFSA.

- Verification tracking groups

The data to be reviewed will correspond to the data required in each of the following groups:

- V1 **Standard Verification Group.** Tracking flag V1
- V3 **Child Support Paid Verification Group.** Tracking flag V3.
- V4 **Custom Verification Group.** Tracking flag V4.
- V5 **Aggregate Verification Group.** Tracking flag V5.
- V6 **Household Resources Verification**

- Items to verify per group assigned

Items to verify 2015-2016 Tracking Groups

Tax Filers:	V1	V3	V4	V5	V6
adjusted gross income	X			X	X
U.S. income tax paid	X			X	X
Untaxed portions of IRA distributions				X	X
Untaxed portions of pensions	X			X	X
IRA deductions and payments	X			X	X
Tax-exempt interest income				X	X
Education credits	X			X	X
Number of household members	X			X	X
Number in college	X			X	X
Supplemental Nutrition Assistance Program (SNAP) benefits	X		X	X	X
Child support paid	X	X	X	X	
Students who are not tax filers must verify the following:					
Income earned from work	X			X	X
Child support paid by the student					
High school completion status					
Identity/Statement of educational purpose					
Other untaxed income on the 2014-15 FAFSA				X	
Payments to tax-deferred pensions and savings				X	
Child Support received			X	X	
Housing , food and other living allowances paid to members					X
Of the military , clergy and others					
Veterans non-education benefits					X
Other untaxed income					X
Money received or paid on the applicants behalf					X

INSTITUTIONAL VERIFICATION POLICY AND PROCEDURES CONT.

Applicant verified by another school. The student provides documentation that he/she completed the verification process for the current award year at another school before transferring.

The FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the application and has provided the transaction number of the pertinent valid ISIR.

Post enrollment. The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made.

Unless the FAO has a reason to believe it is inaccurate, you don't have to document the reported FAFSA information of the parents of a dependent student if any of the following apply:

Both of the parents are mentally incapacitated.

They are residing in a country other than the United States and can't be contacted by normal means.

They can't be located because the student does not have and cannot get their contact information.

Unless the FAO has a reason to believe it is inaccurate, you don't have to document the reported FAFSA information of the spouse of an independent student if any of the following apply:

The spouse has died.

He/she is mentally incapacitated.

He/she is residing in a country other than the United States and can't be contacted by normal means.

The spouse can't be located because the student does not have and cannot get the spouses' contact information.

- What documentation is needed?

Documenting Family income and tax paid

The Department encourages students and parents to use of the FAFSA/IRS Data Retrieval Tool (IRS DRT). For the retrieved data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS—if the data was changed or if your FAO has a reason to believe the data transferred is incorrect, the student will need to provide other documentation as explained below. The IRS request field(s) on the ISIR will have a value of "02" when the data is unchanged.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript for the student and spouse or parents, as applicable.

Under the following conditions the IRS Data Retrieval is **not** available in FOTW (all apply to both students and parents unless otherwise noted):

The person did not indicate on the FAFSA that the tax return has been completed.

The marriage date is January 2014 or later.

The first three digits of the SSN are 666.

The tax return was amended.

The person filed a Puerto Rican or foreign tax return.

The person is married and filed the tax return either as head of household or married but filing a separate return.

Neither married parent entered a valid SSN.

A non-married parent or both married parents entered all zeroes for the SSN.

Tax filing extension

For students and parents who have been granted a tax filing extension, need to present a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. Must also provide a copy of all their W-2 forms or, if they are self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid. You may be requested to use the DRT or submit to your school a tax transcript after the return has been filed. If you do that, you must re-verify the income information.

Non-Tax filers

For non-tax filers you must receive a W-2 form for each source of employment income. You must also get a signed statement providing the sources and amounts of the person's income earned from work not on W-2s and certifying that the person has not filed and is not required to file a tax return.

Residents of Pacific Islands

For residents of the Freely Associated States (the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia), a copy of the wage and tax statement from each employer and a signed statement identifying all of the person's income and taxes for the year is acceptable.

Persons from a foreign country not required to file a tax form

Persons from a foreign country who are not required to file a tax return can provide the signed statement certifying their income and taxes paid.

Missing W-2 forms

If a person who is required to provide a W-2 form can't do it timely, you may be permitted to submit a signed statement with the amount of the income earned from work, the source of that income, and the reason the W-2 form is not available in time.

Persons filling foreign taxes

When a person filed a non-U.S. tax return, obtaining an IRS tax return transcript is not possible. In those cases you may accept instead of the transcript a copy of the tax return, which must be signed by the filer or one of the filers of a joint return, and you must document the circumstances.

Use the income and tax information that most closely corresponds to the information on the IRS tax return, and convert monetary amounts into U.S. dollars as appropriate.

INSTITUTIONAL VERIFICATION POLICY AND PROCEDURES CONT.

Electronic signatures

On the few occasions that a tax return was used to complete verification, your school can accept an electronic copy of the return that has been electronically signed provided your school's process for accepting such signatures complies with the Electronic Signatures in Global and National Commerce (ESIGN) Act. But a signature on Form 8879, the IRS e-file Signature Authorization, is not an acceptable substitute for a signature on the tax return.

Tax Preparers

For persons who have a tax professional prepare their return, instead of a copy of the return with the filer's signature, your FAO may accept one that has the name and Preparer Tax Identification Number (PTIN) of the preparer or has his SSN or EIN and has been signed, stamped, typed, or printed with his name and address. Note that the IRS requires paid preparers to have a PTIN.

When a tax return transcript is unavailable

When the tax filer requests an IRS tax return transcript and is unsuccessful, she can use a signed copy of the 2012 tax return (Form 1040, 1040A, or 1040EZ) for verification. She must also provide your school with one of the following:

- if she tried to get the transcript using the paper Form 4506-T or 4506T-EZ, a copy of the response (which she must sign) mailed to her informing her that the IRS could not provide the transcript; or
- if she tried to get the transcript using the Internet, a signed copy of a screen print from the official IRS webpage showing a message that the transcript request was unsuccessful.

Because the IRS does not send written confirmation of the failure of a transcript request using the telephone, there is no documentation alternative for that method. Affected tax filers **must** request a tax return transcript using either the online or paper method and, if unsuccessful, provide your school with the above noted documentation.

In addition to the documentation already specified, the tax filer must also provide your school with a completed and signed IRS Form 4506-T or 4506T-EZ that includes on line 5 the name, address, and telephone number of your school as the third party to whom the IRS is to mail the tax return transcript.

If your school has no reasonable doubt about the accuracy of the information on the copy of the tax return, your school should proceed with verification and simply place the 4506 form in the student's file rather than sending it to the IRS. However, if your school has a reason to believe that the information on the tax return may not be accurate, **your school must**, before verification can be completed, send the Form 4506-T or 4506T-EZ to the IRS and wait for the return of the transcript or confirmation from the IRS that a transcript is not available for that tax filer. See the 11/2/12 electronic announcement for more information

Requesting a tax transcript

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website on www.ifap.ed.gov for specific instructions.

Filing an amended return

Students or parents who file an amended return cannot use the IRS DRT, and if they amend the return after using the DRT to fill out the FAFSA, the FAO cannot rely on that data. Instead, you will need to use information from these documents to complete verification:

1. a signed copy of the IRS Form 1040X that was filed **and**
2. a signed copy of the original tax return that was filed, a tax return transcript (which does not have to be signed), or any IRS transcript (such as a return transcript for taxpayer or RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

• Household size

To document the household size, the student needs to provide a signed statement and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. You don't have to verify household size in the following situations:

- For a dependent student, the household size reported is **three** for married parents or **two** for a single, divorced, separated, or widowed parent.
- For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed.

• Number in college

You can document this item with a statement signed by the student (and, if e is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding, of course, the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. Completion of the Department's verification suggested text can satisfy both items.

If your school has a reason to doubt the enrollment information reported, your school must obtain from each school a statement that the named person will attend there on at least a half-time basis. Your school would not have to get such a statement if the person has not yet registered, is attending less than half time, or will be attending your school. If your school has a reason to doubt whether a reported school is Title IV-eligible, your school must insure it is, such as by checking to see if it has a federal school code.

• SNAP benefits (food stamps)

If the ISIR shows that someone in the parents' or student's household received SNAP benefits in 2011 or 2012, the student must provide a signed statement indicating receipt of the benefit. If your school has a reason to doubt the receipt of SNAP benefits, your school may require the student to show documentation from the agency that supplied the benefit or alternative documentation you find sufficient.

INSTITUTIONAL VERIFICATION POLICY AND PROCEDURES CONT.

- Child support paid

If the ISIR shows that the student or parent paid child support in 2012, the student must provide a statement signed by him/her or, if he/she is a dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child(ren) for whom it was paid. If your school believes the information in the signed statement is inaccurate, the student must provide documentation such as a copy of the separation agreement or divorce decree that shows the amount of child support to be provided, a statement from the person receiving the child support showing the amount provided, or copies of the child support checks or money order receipts.

If the student reports on verification and documents that the spouse, or a parent paid child support but did not report that on his/her FAFSA, you must resolve the conflict. However, if the student was eligible for an automatic zero EFC, the child support paid question would not have been presented on FAFSA on the Web; as long as the student is still eligible for an auto zero EFC, there is no need to correct the child support field on the application.

- High school completion

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2014–2015 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for **full credit toward a bachelor's degree**.
- A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Students who are unable to get one of the documents listed above must contact the financial aid office.

- Identity and statement of educational purpose

Students should appear in person at the school and present a valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID.

Your school must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it.

Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2014–2015 year.

A student who is unable to appear at the school must sign and submit the statement of educational purpose, and he must submit a copy of his ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his identity

- Updating Information

Generally, a student cannot update information that was correct as of the date the application was signed. After the FAFSA is signed, only certain items can be updated under the conditions given below.

1. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.
2. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification unless the update is due to a change in the student's marital status. At your schools' discretion your school may update under either 1 or 2 even when the update is due to a change in the student's marital status if you deem it necessary to address an inequity or to reflect more accurately the applicant's ability to pay.

- Timing of signatures

Any required signatures, such as signatures on worksheets or on copies of tax returns, must be collected at the time of verification—they can't be collected after the verification deadline for that award year.

- Interim Disbursements

If the student is selected for verification on the original ISIR, Interim disbursements ARE NOT allowed prior to the completion of the verification process. If selected on subsequent ISIR, the student will not be eligible for additional aid until the verification process is completed.

- How to submit corrections and updates

Corrections and updates can be submitted by the student on the SAR or the Web or by the school using FAA Access to CPS Online or the Electronic Data Exchange (EDE).

Using FAFSA on the Web (FOTW)

Any student who has a PIN—regardless of how he originally applied— may correct any of his own data by using FAFSA on the Web at www.fafsa.gov. If dependent students need to change parental data, a parent must either sign electronically with her own PIN or print out and sign a signature page.

- Deadlines and failure to submit documentation

Students selected for verification—whether by your school or by the Department—need to submit the documentation by the 60th day after student's last day of recorded attendance or by the Department's deadline which is expected to be September 26, 2014 whichever is earlier.

- EFC changes and changes on Title IV awards

INSTITUTIONAL VERIFICATION POLICY AND PROCEDURES CONT.

Students making changes to their data as a result of the verification process that resulted in a change to the EFC or a change to the Title IV awards would be notified by the school via a revised award letter. The method used by the institution to deliver the first award letter will be used for subsequent notifications.

- Failure to submit documentation

From the time the student is selected for verification By the Department or by the school, the student that fails to complete the verification process will lose his/her eligibility for Title IV funds. If the student received aid prior to being selected, that aid remains as an eligible disbursement. Once selected on a subsequent ISIR, all future disbursements will depend in the completion of the verification process.

- Referring students to the Office of Inspector General (OIG)

The institution has an obligation to refer certain cases where the institution believed that intentional fraud seems to have taken place to the Office of the Inspector General (OIG). Those cases would be followed up by OIG as appropriate.

CONSTITUTION AND CITIZENSHIP DAY

Bridges Beauty College celebrates Constitution and Citizenship Day on September 17 of each year.

VOTING INFORMATION

To obtain information on voting you can visit:

U.S Post Office located 16333 Green Tree Blvd. Victorville, CA (760) 241-4433 & 6649 Amethyst Ave, Alta Loma, CA (909) 987-

OR

The Library located 15011 Circle Dr. Victorville, CA (760) 245-4222 & 7368 Archibald Ave, Rancho Cucamonga, CA (909) 477-2720

*Further information at http://www.sos.ca.gov/elections/elections_vr.htm

STUDENT RIGHTS AND RESPONSIBILITIES

- **The student has the right to ask the school:**
- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or finances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.
- **It is the student's responsibility to:**
- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete accurately, and submit on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by the financial aid officer or agency.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school and lender of a change in your name, address, phone number, or attendance status (full/part-time).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

ALL COURSE CURRICULUMS

COSMETOLOGY

COSMETOLOGY MISSION AND OBJECTIVES:

Our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern workplace. A sample of skills that may be accomplished include: hair coloring, hair cutting, skin care, and perming specialists. Other related positions may include: cosmetology instructor, platform artist, and salon manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) to graduate individuals who are able to successfully enter the work force, bringing with them specific training and learning experiences.

CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 (1600 Hours)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical (theory) instruction means 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 a mannequin. Practical training shall mean the time it takes to perform a practical operation.

MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY

Subjects	Minimal Technical Instructional Hours	Minimum Practical Operations
(1100) hours in technical instruction and practical training in hairdressing. The required subjects in instruction in hairdressing shall be completed with minimum hours of technical instruction and practical operations for the subject-matter as follows:		
(200 hours) Health & Safety		
Laws & Regulations	20	
Health & Safety / Cosm. Chemistry ,Electricity	45	
Disinfection & Sanitation	20	
Anatomy/physiology	15	
(200 hours) Practical Training – Hair Dressing	65	240
Hairstyling		
Permanent Waving/Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
(200 hours) Esthetics		
Manual, Electric and Chemical Facials	25	40
Eyebrow Beautification and Makeup	25	30
(100 hours) Manicuring & Pedicuring		
Manicuring & Pedicuring	10	25
Artificial Nails & Wraps	25	120
ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to cosmetology field.		

COSMETOLOGY CURRICULUM CONT.

he following applies for all cosmetology students and those enrolled under Department of Veterans Affairs.

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

COSMETOLOGY 1600 HOURS

SUBJECTS:	THEORY / PRACTICE / LABORATORY / CLOCK HOURS
1. COSMETOLOGY ACT AND RULES	20 ----- 20
2. HEALTH AND SAFETY / COSMETOLOGY CHEMISTRY	40 ----- 40
3. THEORY OF ELECTRICITY	5 ----- 5
4. DISINFECTION AND SANITATION	20 45 55 120
5. ANATOMY/PHYSIOLOGY/BACTERIOLOGY	15 ----- 15
6. HAIRSTYLING/THERMAL STYLING	65 140 180 385
7. PERMING AND CHEMICAL RELAXING	40 55 70 165
8. HAIRCUTTING	20 50 170 240
9. COLOR/BLEACH	60 55 90 205
10. FACIALS/MANUAL/ ELECTEIC/CHEMICAL	25 30 40 95
11. ARCHING/MAKE-UP/ HAIR REMOVAL,WAXING,TWEEZING	25 30 50 105
12. MANICURING/ PEDICURING	10 25 25 60
11. ARTIFICIAL NAILS AND WRAPS	25 (60) (60) 45 NAILS NAILS 10 HOURS 10 HOURS
12. ADDITIONAL TRAINING--SALON MAN., SEEKING EMPLOYMENT, CLIENT RELATIONS, DECORUM, PROF. ETHICS, DRUG PREVENTION, MODELING, ETC.	MAX. 100 ----- 100
TOTALS	470 440 690 = 1600

COSMETOLOGY PERFORMANCE OBJECTIVE:

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry.
4. Acquire business management techniques common to cosmetology.

SKILLS TO BE DEVELOPED: Learn the proper and safe use of implements relative to all cosmetology operations.

Acquire practice in hair, skin, and scalp, analysis for recognizing disorders and for safely performing salon services. You will learn the procedures and terminology used in performing all cosmetology services which include hair coloring, permanent waving, haircutting, facials, make-up application, etc. In addition you will learn the proper procedures of manicuring and nail care and other salon services related to the cosmetology course.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

The address or addresses where class sessions will be held;

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395

Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

Graduation Requirements and School Diploma: The Student's requirements are to complete the required 1600 clock hours which include theory hours, and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to maintain a GPA of a "C" (75%) or better, complete their theory workbook, prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

COSMETOLOGY CURRICULUM CONT.

Satisfactory Academic Policy (SAP)

Bridges Beauty College measures pace of clock hour progress at the point when the student's scheduled hours for the payment period have elapsed, regardless of when the student attended them.

Evaluations for all cosmetology students will be conducted when the student is scheduled (as per contract) to complete the following hours:

- The point at which 450 Hours of the course is scheduled to be completed,
- The point at which 900 Hours of the course is scheduled to be completed,
- The point at which 1250 Hours of the course is scheduled to be completed,
- The point at which 1600 Hours of the course is scheduled to be completed,

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

ACADEMIC GRADING

POINT GRADES FOR PRACTICAL WORK

Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Above average	3.00
84%-75%	C	Average	2.00
74%-65%	D	Un-satisfactory	1.00
64% or below	F	Fail	0.00

Manicuring / Nail Care

MISSION AND OBJECTIVES:

Our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern work place. A sample of skills that may be accomplished include: manicuring and pedicuring technician, artificial nail specialist, or nail artist. Other related professions may include: product sales or educator, salon manager or owner,

CURRICULUM FOR MANICURING/NAIL CARE COURSE CIP#12.0410 (400 HOURS)

The curriculum for students enrolled in a Manicuring/Nail Care course shall consist of 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. For the purpose of this section, technical (theory) instruction means 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 a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following:

MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY

Subjects	Minimum Technical Instructional Hours	Minimum Practical Operations
300 Hours of technical instruction & practical training in nail care		
Manicure & pedicures-includes water and oil manicures with hand and arm massage.	30	60
Application of artificial nails including liquid, gel and powder brush-on, nail tips, nail wraps and repairs and nail analysis; pedicure includes foot and ankle massage	30	& 180 Nails
100 Hours of Technical Instruction & Practical Training in Health & Safety		
Laws & Regulations-includes Barbering and Cosmetology Act & the Rules & Regulations	10	
Health & Safety Considerations-Includes Chemistry pertaining to the practices of	25	

a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B		
Disinfection and Sanitation-includes 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.	20	10
Bacteriology, Anatomy & Physiology-includes bacteriology, anatomy, physiology and nail analysis and conditions. ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client building, and preparing a resume, Employment development, modeling, desk and reception, and care and other subjects relating to manicuring field.	10	

The following applies for all Manicuring students and those enrolled under Department of Veterans Affairs. All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums. NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

MANICURING/NAILCARE 400 HOURS

SUBJECTS	THEORY / PRACTICE / LABORATORY / CLOCK HRS.			
Cosmetology act.	10	--	--	10
Cosmetology chem.	10	--	--	10
Health & safety	25	--	--	25
Disinfection	10	15	20	45
Bac/anat./phys.	10	--	--	10
Manicuring	15	30	35	80
Pedicuring	15	20	34	69
Brush-on nails	15	20	20	55
		(100 nails)	(100 nails)	
Tips and over lays	10	16	16	42
		(80 nails)	(80 nails)	
Nail Repairs and wraps	5	12	12	29
		(60 nails)	(60 nails)	
Additional Training	25	--	--	25
Totals	150	113	137	400

MANICURIST PERFORMANCE OBJECTIVE:

1. Acquire knowledge of laws and rules regulating California Cosmological establishments' practices.
2. Learn sanitation, disinfection and safety procedures.
3. Acquire the knowledge of general theory relative to manicuring/nail care, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to a manicurist.

MANICURING/NAILCARE CONT.

SKILLS TO BE DEVELOPED:

The proper and safe use of implements, disinfection and safety procedures relative to all manicuring, nail care, pedicuring, and artificial nail services. Hand and feet analysis, and the proper procedures for manicuring, pedicuring, and artificial nail and salon services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

1. Be able to appreciate good workmanship common to manicuring/nail care.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

The address or addresses where class sessions will be held;

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395

Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

Graduation Requirements and School Diploma: The Student's requirements are to complete the required 400 clock hours which include theory hours, and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to maintain a GPA of a "C" (75%) or better, complete their theory workbook, prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

Satisfactory Academic Policy (SAP)

Bridges Beauty College measures pace if clock hours progress at the point when the students schedule clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all manicuring students will be conducted (as/per contract) when they are scheduled to complete the following:

The point at which 200 Hours of the course is scheduled to be completed,

The point at which 400 Hours of the course is scheduled to be completed,

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, a Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring/Nail Care course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

ACADEMIC GRADING

POINT GRADES FOR PRACTICAL WORK

Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Above average	3.00
84%-75%	C	Average	2.00
74%-65%	D	Un-satisfactory	1.00
64% or below	F	Fail	0.00

CURRICULUM FOR COSMETICIAN COURSE

COSMETICIAN MISSION AND OBJECTIVE:

Our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our graduates to perform successfully in the modern work place. A sample of skills that may be accomplished include: performing various types of facials, related massage techniques, hair removal, make-up application etc. Other related professions may include: skin care specialist product sales or educator, salon/spa manager or owner, make-up artist. In order to accomplish our training mission, Bridges Beauty College has set the following objectives:

(a) p

professionally seasoned instructors and maintain a facility that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication.(d) to graduate individuals who are able to enter the work force, bringing with them specific training and experiences

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical training covering all practices of a esthetician (cosmetician), pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical (theory) 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. Technical instruction and practical training shall include the following:

MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY

	Tech. Instruction	Operations
<p>1. (350 hours) Facials: Manual shall include skin analysis, cleansing, scientific manipulations, packs, and masks. Electrical shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing 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 shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most 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>20</p> <p>30</p> <p>20</p>	<p>40</p> <p>60</p> <p>40</p>
<p>Preparation shall include, but not limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills</p>	<p>15</p>	
<p>2. (200 hours) Health and Safety includes subject matter as follows:</p> <p>The Cosmetology Act and the Rules and Regulations:</p> <p>Health and Safety/Hazardous Substances: shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.</p> <p>Cosmetology Chemistry: cosmetic and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter</p> <p>Electricity: shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p> <p>Disinfection and Sanitation: shall include 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 should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.</p> <p>Bacteriology, Anatomy, Physiology, Skin Analysis and Condition:</p>	<p>10</p> <p>40</p> <p>10</p> <p>15</p>	
<p>3. (50 hours) Hair Removal and Make-up</p>		

Eyebrows Arching and Hair Removal: shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair). (A) Tweezers: (B) Wax and depilatories:	5 20	10 40
Make-Up: Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes	20	40
ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:		
Salon management		
Communication skills		
How to seek/obtain employment		
Employment applications/resumes		

COSMETICIAN 600 hours

The following applies for all Cosmetician students and those enrolled under Department of Veterans Affairs.

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

SUBJECT:	Theory	Practice	Laboratory	Total
Cosmetology act	10	--	--	10
Cosmetology chem.	10	--	--	10
Health & safety	20	--	--	20
Electricity	10	--	--	10
Disinfection / sanitation	10	45	80	135
Anatomy Physiology	15			15
Bacteriology		--	--	
Facial man/Preparation	35	35	35	105
Facials elec..	30	25	25	80
Facials chem.	20	10	10	40
Arching/brows/tweeze	5	10	15	30
Hair removal/ wax	20	10	15	45
Make-up / eyelashes	20	20	30	70
Add. Training	30	--	--	30
Total	235	155	210	600

COSMETICIAN PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California Cosmological establishing practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of skin cae.
3. Acquire the knowledge of general theory relative to Cosmetician course including, anatomy, physiology, and chemistry.
4. Acquire business management and "people skills" for the professional cosmetician.

SKILLS TO BE DEVELOPED

1. Learn the proper and safe use of implements relative to all cosmetician services.
2. Acquire the knowledge of analyzing the skin and recognizing skin types and disorders.
3. Will learn the procedures and terminology used in performing all cosmetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Will learn the proper procedures for giving facial treatments and applying massage.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetician.

COSMETICIAN COURSE CONT.

2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

The address or addresses where class sessions will be held;

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395

Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

Graduation Requirements and School Diploma: The Student's requirements are to complete the required 600 clock hours which include theory hours and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to maintain a GPA of a "C" (75%) or better, complete their theory workbook, and prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

Satisfactory Academic Policy (SAP)

Bridges Beauty College measures pace of clock hours progress at the point when the student's scheduled clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all cosmetician students will be conducted (as/per contract) when the student is scheduled to complete the following hours:

The point at which 300 Hours of the course is scheduled to be completed,

The point at which 600 Hours of the course is scheduled to be completed,

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, An Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

ACADEMIC GRADE POINT GRADES FOR PRACTICAL WORK

Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Above average	3.00
84%-75%	C	Average	2.00
74%-65%	D	Un-satisfactory	1.00
64% or below	F	Fail	0.00

CURRICULUM FOR BARBERING COURSE

BARBERING MISSION AND OBJECTIVES:

Our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. As the methodology of dealing with fundamental tasks becomes more aggressive in this field, we provide the training that will prepare our students to perform successfully in the modern workplace. A sample of skills that may be accomplished include: clipper and scissor haircutting, hair coloring, shaving and facial treatments. Other related positions may include: barbering instructor, platform artist, and barber shop manager or owner. In order to accomplish our training mission, Bridges Beauty College has set the following objectives; (a) to offer programs of study that cover evolving technical skills of the beauty industry (b) to facilitate professionally seasoned instructors and maintain a faculty that is able to impart to learners principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) to graduate individuals who are able to successfully enter the work force, bringing with them specific training and learning experiences.

The curriculum for students enrolled in the Barbering program consists of 1500 clock hours of Technical Instruction and practical training covering all practices of the barber pursuant to Section 7316 of the California Barbering and Cosmetology Act. For the purpose of this section, technical (theory) 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 a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following

MINIMUM REQUIREMENTS MANDATED BY THE BOARD OF BARBERING AND COSMETOLOGY

1. (1100) hours of Technical Instruction and Practical Training in Hairdressing	Minimum Technical Instructional Hours	Minimum Practical Operations
Subjects:		
Hairstyling/Thermal -hair analysis, shampooing, comb outs straightening, waving, curling, hot curling irons and blower styling	35	120
Wet Hair Styling/ hot comb - hair analysis, finger waving, pin curls, comb outs/ waving curling with hot combs	30	120
Permanent Waving -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
Hair Coloring and Bleaching -use of semi-permanent , demi-permanent and temporary color, PD and strand test, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50
Hair Cutting -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
2. (200) hours of technical instruction and practical training shaving		
Subjects:		
Hair/Facial shave -Preparation and performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving	75	20
Facial Massage Rolling Cream :, applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20
3. (200) hours of Technical Instruction in Health and Safety		
Subjects:		
Law & Regulations-Board of Barbering & Cosmetology Act and Board of Barbering & Cosmetology rules and regulations- The subject of laws and regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board’s Rule and Regulations	20	
Health & Safety Considerations –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	45	
Disinfection & Sanitation -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	20	
Anatomy & Physiology -human anatomy, human physiology The subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Physiology	15	
Additional Training-		
Subjects: Salon Management, people skills, seek & obtain employment, prep. employment application. Includes 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		

The following applies for all Barbering students and those enrolled under Department of Veterans Affairs.

All classes are Monday thru Friday 8 am to 2:30 pm. All classes have theory Monday thru Thursday 8am to 9pm. Evening schedule, Monday thru Friday 3:00 pm to 8:30 pm.

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State’s published curriculums.

NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

BARBERING COURSE CONT.

BARBERING 1500 hours

SUBJECT:	Theory	Practice	Laboratory	Total clock hrs.
Hair Styling/Thermal	35	120	120	275
Wet Hair Styling/Hot Comb	30	120	120	270
Permanent Waving/chem. relaxing	40	70	60	170
Hair Coloring & Bleaching	60	30	40	130
Hair Cutting	20	70	100	190
Hair/Facial shave	75	15	20	110
Facial/Massa Rolling Cream	25	10	20	55
Barbering & Cosm. Act & Rules/ Regulations	20		--	20
Health Safety	45	--	--	45
Disinfection & Sanitation	20	20	-80	120
Anatomy & Physiology	15	--	--	15
Additional Training (Max.	100	--	--	100
Totals	485	455	560	1500 total hrs.

BARBER PERFORMANCE OBJECTIVE:

1. Acquire knowledge of laws and rules' regulating the established California's barber practices.
2. Acquire the knowledge of sanitation and disinfection procedures as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering operations.

SKILLS TO BE DEVELOPED:

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barber services
4. Will learn the proper procedure shaving and hair cutting
5. Will learn hair styling, hair coloring, shaving, beard design, etc..

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

The address or addresses where class sessions will be held;

Bridges Beauty College: 16515 Mojave Dr. Victorville CA 92395
 Bridges Beauty College: 9170 Foothill Blvd, Rancho Cucamonga, CA 91730

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. An Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the state's licensing exam (Practical and Written) with an overall average of 75%.

Graduation Requirements and School Diploma: The Student's requirements are to complete the required 1500 clock hours which include theory hours, and practical operations as mandated by the California State Board of Barbering and Cosmetology in the course enrolled. To be awarded a school diploma the student is required to maintain a GPA of a "C" (75%) or better, complete their theory workbook, prepare a functional resume with cover letter, and pass a final written and practical test with a 75% or better.

Satisfactory Academic Policy (SAP)

Bridges Beauty College measures pace if clock hours progress at the point when the students schedule clock hours for the payments period have elapsed, regardless of when the student attended them.

Evaluations for all manicuring students will be conducted (as/per contract) when they are scheduled to complete the following:

- The point at which 450 Hours of the course is scheduled to be completed,
- The point at which 900 Hours of the course is scheduled to be completed,
- The point at which 1200 Hours of the course is scheduled to be completed,
- The point at which 1500 Hours of the course is scheduled to be completed,

ACADEMIC GRADES		POINT GRADES FOR PRACTICAL	
Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Above average	3.00
84%-75%	C	Average	2.00
74%-65%	D	Un-satisfactory	1.00
64% or below	F	Fail	0.00

BRIDGES BEAUTY COLLEGE
SAFETY RULES

- 1. Wear closed toed tennis shoes (with LACES) and clean school uniform.**

- 2. Sweep up hair immediately after a haircut.**

- 3. Manicuring/Nail Care students must dispose of acrylic powder and nail liquid by combining them in a paper towel, before disposing in trash.**

- 4. Mop up spills immediately.**

- 5. Wear safety goggles when mixing chemicals or cutting acrylics.**

- 6. Read and follow instructions carefully.**

- 7. When applying chemicals to a client, please do not leave them unattended.**

- 8. Use dry hands when plugging and unplugging electrical devices.**

- 9. Keep walkways clear from books and equipment.**

- 10. Unplug hot irons and tools immediately after use, then place in safe area.**

- 11. Wear gloves when mixing or applying chemicals.**

- 12. First aid is available at the reception desk.**

**BRIDGES BEAUTY COLLEGE
ORGANIZATIONAL CHART**

Main Campus

**President/Owner
Ms. Luz Avina**

**Vice President/Owner
Ms. Ivet Silva**

**Secretary and Treasurer/Owner
Ms. Irma Silva**

Faculty and Staff

**Financial Aid Director
Rafaela Gomez**

**Financial Aid Assistance/ Placement
Abraham Gonzalez -Silva**

**Director/Administrator
Ms. Irma Silva**

**Office Manager
Abraham Gonzalez-Silva**

**Attendance
Eugenia Galindo**

**Receptionist
Ms. Janice Daly**

THE FACULTY AND THEIR QUALIFICATIONS:

Ms. Donna Weiss
Licensed Cosmetologist
Cosmetology Instructor (Day)

INSTRUCTOR
8 years
4 years

Mr. Eliot Maroney
Licensed Barber
Barbering Instructor

INSTRUCTOR
5 years
2 years

Ms. Tameca Shelton
Licensed Cosmetologist
Cosmetology Instructor

INSTRUCTOR
10 years
5 years

Ms. Ivet Silva
Licensed Cosmetologist
Certificate of Authorization
Credential

SUPERVISING INSTRUCTOR
17 years
15 years
11 years

Ms. Lynn Duenas
Licensed Cosmetologist
Instructor (Day)

INSTRUCTOR
2 years
10 years

**RANCHO CUCAMONGA
FACULTY AND INSTRUCTING STAFF:**

**President/Owner
Ms. Luz Avina**

**Vice President/Owner
Ms. Ivet Silva**

**Secretary and Treasurer/Owner
Ms. Irma Silva**

**Financial Aid Director
Maria Elena Jimenez**

**Office Manager
Financial Aid Assistance/ Placement
Abraham Gonzalez -Silva**

**Director/Administrator
Ms. Irma Silva**

Ms. Victoria Espinoza
Licensed Cosmetologist
Cosmetology Instructor

INSTRUCTOR
12 years
11 years

Giovana Amero
Licensed Barber
Licensed Cosmetologist

INSTRUCTOR
3 years
35 years

Ms. Ivet Silva
Licensed Cosmetologist
Certificate of Authorization
Credential

SUBSTITUTE- INSTRUCTOR
17 years
15 years
11 years