



**O***ceanside*

**C***ollege of*

**B***eauty*

1575 South Coast Highway  
Oceanside, CA 92054  
(760) 757-6161

**July 2011 - June 2012**

**Catalog**

Accredited by: The National Accrediting Commission  
of Career Arts and Sciences

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## APPROVAL DISCLOSURE STATEMENT

Oceanside College of Beauty, 1575 South Coast Highway, Oceanside, CA 92054, was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions, but does not imply an approval must be re-approved every five years and is subject to continuing review. Approved are these courses:

Cosmetology	1,600 clock hours
Manicuring	400 clock hours
Instructor Trainee	600 clock hours

Instruction is in residence with facility occupancy level accommodating 125 students at any time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective students 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. This school participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Federal Direct Loan Programs.

The following state boards, bureaus, departments or agencies which set minimum standards for your program of studies in accordance with Education Code Section 94316.22 are:

***Board of Barbering and Cosmetology***  
***1625 N. Market Blvd., Ste. 202***  
***Sacramento, CA 95834***  
***1-916-574-7570***  
***<http://www.dca.ca.gov/barber>***

***National Accrediting Commission of***  
***Career Arts and Sciences***  
***4401 Ford Avenue, Suite 1300***  
***Alexandria, VA 22302-1432***  
***703-600-7600***  
***<http://www.naccas.org>***

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. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the How Our Students Are Doing (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 toll-free telephone number or by completing a complaint form, which can be obtained on the bureau's Internet Web site.

**The Bureau for Private Postsecondary Education**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818**  
**888-370-7859**  
**Web site: [www.bppve.ca.gov](http://www.bppve.ca.gov)**  
**Email: [bppve@dca.ca.gov](mailto:bppve@dca.ca.gov)**

All information in the content of this school catalog is current and correct and is so certified as true by Raymond Stainback.

Signed: **Raymond R. Stainback**

## **HISTORY**

Oceanside College of Beauty was established in 1962 in downtown Oceanside. In 1977, it was moved to its current location at 1575 South Coast Highway, Oceanside, CA, 92054. The school facilities have been designed specifically for a school of Cosmetology with 7,000 sq. ft. of classrooms, offices and clinic all on one floor. Oceanside College is an ideal atmosphere and environment for learning the profession of Beauty and Cosmetology. Facilities include:

Facial Classroom	Clinic Area	Student's Lounge
Freshman Classroom	Library	Instructor's Office
Theory Classroom	Storage Room	Dispensary
Reception Area	Office	Shampoo Areas

Oceanside College was accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) in 1976 Any student or prospective student wishing to obtain more information regarding the accreditation of this institution may contact **NACCAS at: 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432.**

## **OUR PHILOSOPHY**

The field of Cosmetology has an exciting and encouraging future. Dramatic changes over the past ten years have made the beauty industry a billion-dollar business, thereby offering outstanding opportunities for both men and women choosing a career in this profession.

## **MISSION STATEMENT**

Our mission is to provide quality training to all students enrolled at the Oceanside College of Beauty. We stress the importance of preparing the students to pass the State Board Examination. We also focus on job placement and teaching the students how to be professional and successful in their cosmetology career.

## **EDUCATIONAL GOALS AND OBJECTIVES**

- To provide top-notch, hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experience.
- To provide knowledgeable and skilled cosmetologists, estheticians, manicurists and teachers who will be an asset to any aspect of the cosmetology industry that they wish to pursue.
- To maintain a program that is continually updated so that students will acquire a thorough knowledge of the newest professional techniques.
- To foster and promote the educational growth of the faculty and students through teaching traditional and current methods and techniques.

## MEMBERSHIP-CERTIFICATION-APPROVALS

*Bureau for Private Postsecondary Education<sup>i</sup>*  
*National Accrediting Commission of Career Arts & Sciences*  
*American Association of Cosmetology Schools*  
*Oceanside Chamber of Commerce*  
*The Salon Association*

### ADMINISTRATION

Ray Stainback	President
Mai Dati	Certified Public Accountant
Melanie Sas	Bookkeeper
Heather Fair	Registrar
Kathleen Carlin	Receptionist

### FACULTY

#### 1. Qualifications

Instructors are Cosmetologists who are licensed by the Bureau of Barbering & Cosmetology and maintain Certificates of Authorization to instruct issued by the Bureau for Private Postsecondary & Vocational Education. Additionally, each instructor has several years of experience in the field of Cosmetology.

#### 2. Faculty Members

Patricia Maher	Director of Education/ Instructor, all programs
Alicia Novak	School Supervisor / Instructor, all programs
Julie Buchanan	Secondary Supervisor / Instructor, all programs
Talitha Baker	Instructor, all programs
Donald Cerciello	Instructor, all programs
Hue Nadeau	Instructor, all programs
Rene Shippey	Instructor, all programs

### FINANCIAL AID DEPARTMENT

Mai Dati	Financial Aid Director
Blanca Wright	Financial Aid Officer

### INSTRUCTIONAL AIDS

Facial charts, projector and screen, DVD, CD and DVD, visual aids, charts, overheads, mannequins for student practice, books as required by the California Barbering and Cosmetology Program, plus magazines, styling books relative to the study of Cosmetology.

### ADMISSION REQUIREMENTS

#### 1. Cosmetologist, Manicuring

The School admits as regular students:

- High school graduates or holders of high school equivalency certificates who possess an ability to be trained in the field.

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<sup>i</sup> *As of January 1, 2010, the former Private Postsecondary and Vocational Education was repealed. The Bureau for Private Postsecondary Education in the Department of Consumer Affairs is a successor agency to the former bureau.*

- Persons who are above the age of compulsory school attendance in this state (18 years) who do not hold a high school diploma or its equivalent, but who have completed 10<sup>th</sup> grade in a public school, and pass a Department-approved “ability-to-benefit” test which is administered by an independent test administrator.

**NOTE:** The ability to be trained is determined on the basis of a personal interview and appropriate entrance examinations. Upon completion of a course of study, a diploma will be awarded. All programs will be taught in English.

GED test preparation classes are available at the following locations:

- MiraCosta College - Community Learning Center, 1831 Mission Avenue, Oceanside, Ca 92054  
(760) - 795-8710
- Palomar College NCEOC, 1140 W. Mission Road. ST-26, San Marcos, CA 92078  
(760) 744-1150 ext. 2434

## 2. Teacher Trainee

The School admits those candidates who hold a California License in Cosmetology. High school graduates are preferred, or those people holding an equivalent education as required by the State Board of Cosmetology in California. Upon completion of this course of study, a diploma is awarded.

## 3. Brush-Up

The “Brush-Up” program is designed for those individuals who have been previously trained and/or licensed, and who have proof of eligibility for the State Board Examination, and who desire additional training and instruction to become more proficient in their profession. This course is also helpful for those people who wish to be better prepared for the state examination. No diploma is issued for the “Brush-Up” program.

## STATE OF CALIFORNIA COSMETOLOGY LAW

In addition to the outlined admission requirements, California Cosmetology Law establishes the following requirements for admission to a School of Cosmetology. The applicant must:

- Be 16 years of age or older (Students must be at least 17 years of age or older in order to sit for their California State Exam)
- Be of good moral character
- Be free of contagious disease
- Submit certification of completion of two years of high school or the equivalent.
- Have a valid Social Security<sup>ii</sup> number before taking an examination with the California Board of Barbering and Cosmetology.

## EQUAL OPPORTUNITY POLICY/DISABILITY ACCOMMODATION

Oceanside College of Beauty is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, ethnic origin, gender, marital or parental status, physical or mental disability, age, sexual orientation, group identification or status as a Vietnam-era veteran.

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*ii Applicants are required to provide their correct Social Security Number pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The institution is required to issue form 1098T annually and report amount paid for qualified tuition, related expenses, and interest on educational loans to students and the IRS.*

## **ENROLLMENT**

Oceanside College of Beauty has open enrollment. Students may enroll at any time. Cosmetology classes begin every two (2) two weeks. Manicuring classes begin every six (6) weeks. Upon enrollment, students will be orientated to school policies, rules and regulations needed to comply with the California State Board of Barbering and Cosmetology and be informed of all established tuition, fees and charges.

## **TRANSFER POLICY**

Students desiring to obtain transfer credit must provide an Official Proof of Training Document from a licensed California School of cosmetology, and equal credit will be granted according to the hours stated on the document. An out-of-state transfer student must have an evaluation from the California State Board of Cosmetology granting the student the equivalent California hours.

**NOTE:** the School *does not* accept transfer students who have completed 60 percent or more of their course hours. An outgoing student will receive an Official Proof of Training Document crediting hours completed. All prospective transfer students must meet with the School Director for admissions approval.

### **Fee Adjustment for Transfer Students**

The School may adjust the tuition fee schedule for transfer students on a case-by-case basis. For example, if a transfer student has completed 30 percent of the Cosmetology program at another school and provides an Official Proof of Training Document from a licensed California School of Cosmetology, the student would be obligated to pay for 70 percent of the Cosmetology program at Oceanside College of Beauty in order to complete his or her training.

## **CREDIT EVALUATION**

College Officials and California Board of Barbering and Cosmetology will grant appropriate credit for prior training or experience upon review and verification.

## **RECRUITMENT POLICY**

This School *does not* recruit students already attending or admitted to another school offering a similar course of study.

## **RE-ENTRY STUDENTS**

Students who wish to re-enroll must first meet with the School Director to discuss the possibility of reenrolling. It is only with the approval of the School Director that a student will be allowed to re-enroll. The school allows students with Director approval to re-enroll without loss of course credit.

## **RULES AND REGULATIONS**

A copy of rules and regulations governing school policy and procedure will be issued to students.

## **CALENDAR AND SCHEDULE**

We observe the following holidays\*: July 4<sup>th</sup>, Thanksgiving, Christmas, and New Year's.

**\*If an observed holiday falls on a Sunday or Monday there will be no additional time off unless otherwise noted.**

### **2011– 2012 Holiday Schedule:**

Thanksgiving (Nov. 24<sup>th</sup>– 26<sup>th</sup>); Christmas (Dec. 24<sup>th</sup>); New Year's (Dec. 31<sup>st</sup>)

If the school is unexpectedly closed due to extenuating circumstances, a sign will be posted on the front door. Students are to return the next scheduled day, unless otherwise instructed.

### Cosmetology Class Schedule

Tuesday- Saturday	08:00 a.m. - 09:15 a.m.	All students attend theory class
	09:15 a.m. - 09:30 a.m.	Break
	09:30 a.m. - 11:30 a.m.	Clinic or class as required
	11:30 a.m. - 01:00 p.m.	Lunch break (30 min.)
	01:00 p.m. - 03:30 p.m.	Clinic or class as required
	03:30 p.m. – 04:30 p.m	Review/Make up hours

This is an outline of the general manner in which students spend their time in school. The School is open for Cosmetology, Manicuring and Instructor Trainee programs. Student's attendance is seven hours per day, Tuesday through Saturday from 8:00 a.m. to 3:30 p.m. as illustrated above. Full-time students must attend on average a minimum of 28 clock hours per week, and no more than 40 clock hours per week in order to complete the program in accordance with the School's minimum satisfactory attendance policy.

All programs are clock-hour based; therefore, students complete their course of study at different intervals, depending upon their individual attendance. Cosmetology day students complete the 1,600 clock-hour course in 51<sup>iii</sup> weeks maximum in order to be considered on-time completers.

## **ATTENDANCE POLICY**

Cosmetology school experience and credit are not calculated or granted on the basis of units, months, weeks or days; they are calculated by the hour. In accordance with the Board of Barbering and Cosmetology (see State Board Circular Letter #88/4), Oceanside College of Beauty has drafted the following guidelines related to the granting of hours for applied effort which must be strictly adhered to:

### **1. Hours**

Regular school hours are Tuesday through Saturday are 8 a.m. to 3:30 p.m. Students are scheduled to attend school seven (7) hours per day, five (5) days a week.

### **2. Records**

- a) Each student is required to maintain an individual time card (Student Daily Record of Applied Effort), which when used properly records a period of attendance and applied effort on a daily basis.
- (b) Students are required to "clock in and out" upon arrival, at lunch time and departure time, utilizing a biometric (hand scanning) time clock.
- (c) Student Daily Records are the property of the school and are to remain on campus.
- (d) The correct procedure for clocking in and out is posted at the time clock.

### **3. Lunch (Daytime students)**

Students who attend class for over 6-hour period are required to take a 30 minutes lunch break. Students are allotted a 30 minute lunch period to be taken between approx. 11:30 a.m. and 1:00 p.m. Students must notify the floor instructor and reception desk if they deviate from their scheduled 30 minute lunch, i.e. later or earlier than scheduled, extended beyond 30 min., etc... Failure to clock out

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<sup>iii</sup> According to § 668.4(e) a student can be absent 10 percent of the clock hours in a payment period from attending classes. For example of a 1,600 clock hour program, the student could miss 160 hours and still complete on time for this requirement.

or back in from lunch will result in loss of attendance hours for that period. Repeated instances of failure to clock out for lunch may result in a written counseling form, suspension and/or requirement to meet with School Director.

#### 4. **Breaks**

Students are allowed up to two 15-min. breaks per seven (7) hour day. Morning break is scheduled after theory class between 9:15 and 9:30 a.m. Afternoon break is unscheduled, to be taken between 2:00 p.m. and 4.00 p.m. Breaks are not to exceed 15 minutes. Students are not required to clock in and out during regular breaks if they do not exceed 15 minutes and they remain on-campus; however, if a student needs longer than 15 minutes, or needs to leave the campus grounds during a break (or any other time), they **MUST** clock out. Failure to clock out and back in under these circumstances will result in a loss of attendance hours for that period of time.

#### 5. **Absenteeism**

Excessive absences and/or tardiness constitute reason for disciplinary action (see Satisfactory Progress Policy). Students should notify the administrative office, supervising instructor, and receptionist of expected absences three (3) days in advance. In the event of an unexpected absence (i.e. illness, emergency), students should call the school. Attendance on Saturday is mandatory for all students. Student can only miss one Saturday per month; if a student incurs more than 1 Saturday absence within a calendar month, he or she will be subject to disciplinary action. Any student absent in excess of two (2) consecutive weeks, who is not on an approved leave of absence, will be withdrawn.

According to § 668.4(e) a student can be absent 10 percent of the clock hours in a payment period from attending classes. For example of a 1,600 clock hour program, the student could miss 160 hours and still complete on time for this requirement.

## **FRESHMAN ATTENDANCE POLICY**

We have found that a thorough and complete Freshman Training Period is vital in the overall success of our students. Because of this the school has a more stringent attendance requirement during the Freshman Training Period. The requirements are:

- Day Cosmetology students can miss no more than 5 days or 35 hours of their 350 hour Freshman Training Period.
- Manicuring students can miss no more than 1 day or 8 hours of their 40-hour Freshman Training Period.
- Instructor Trainee students can miss no more than 4 days or 32 hours of their 240-hour Freshman Training Period.

Any student that exceeds these attendance requirements will be immediately subject to termination/withdrawal from school.

## **TARDINESS**

If a student arrives late (after 8:07 a.m.), he/she may not clock in until 9:30 a.m. and no later than 12:00 noon. This can happen only once per calendar month. If a student is tardy a second time during a calendar month, he/she will not be allowed to clock in late and cannot attend school that day.

## **MAKE-UP HOURS**

Students who miss scheduled school hours due to absence or tardiness are expected to attend school from 3.30 – 4.30 p.m. during regular school days to make up missed hours.

## **MAKE-UP TESTS**

If a student is absent on test day a grade of zero or “F” will be issued for that test. The student must makeup the missed test within 2 weeks in order to remove the zero or “F” grade; if the test is not made up within 2 weeks then the zero or “F” will stand as the student’s final grade. Students who miss a test due to an approved L.O.A. or suspension will not receive an initial grade of zero or “F”, but must make up the test within 2 weeks. Tests may be made up Tuesday – Saturday.

## **TERMINATION**

Any student absent more than a **14-day** period without being on an approved leave of absence or other official non-attending status will be subject to withdrawal from school. Formal termination also may occur in cases where a student fails to return from an official leave of absence. When a student does not return from a leave of absence and does not notify the school that he or she has mitigating or extenuating circumstances, the withdrawal date would be the student’s last day of attendance, and all refunds will be due 30 days from the determination date. In addition, any student who fails to maintain satisfactory progress or fails to abide by the school’s rules and regulations is subject to termination of enrollment. fails to maintain satisfactory progress or fails to abide by the school’s rules and regulations is subject to termination of enrollment.

**Note:** The School does not charge a termination fee. However, the School customarily charges a \$195 re-enrollment fee to the student.

## **SATURDAYS**

*Saturdays are mandatory.* Students can only miss one Saturday per calendar month. Students must attend at least 6 hours or more on Saturday to fulfill the mandatory attendance requirement; attending less than 6 hours will be deemed as a missed Saturday and will be subject to disciplinary action. The following actions will be taken should a student miss more than 1 Saturday within a calendar month:

- **1<sup>st</sup> violation of the Mandatory Saturday policy will result in a one-day suspension (Wednesday).**
- **2<sup>nd</sup> violation of the Mandatory Saturday policy will result in a 2-day suspension (Wednesday and Thursday).**
- **3<sup>rd</sup> violation of the Mandatory Saturday policy student will meet with the school director at which time he/she will be subject to withdrawal.**

**NOTE:** See absenteeism

## **CONDUCT POLICY**

Good conduct is expected of all students. Students are expected to be in compliance with all School rules and regulations and to follow the directions and instructions of the staff. Conduct that is unbecoming, rude, vulgar, profane, endangering, and/or behavior which has a negative reflection on the reputation and welfare of the School will result in dismissal.

## **DRUG-FREE POLICY**

Oceanside College of Beauty is committed to fostering a drug-free environment for its students and employees. Therefore, no student or employee may use, possess, sell or distribute alcohol or other types of “illegal” or “controlled substances,” or use or possess drug paraphernalia on school grounds, except for drugs prescribed by a physician which do NOT effect or inhibit motor skills, mental clarity and/or critical

thinking. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited. Persons showing behavior or conduct indicative of having used or consumed alcohol or other substances shall be prohibited from entering the school grounds or participating in clinic operations. There shall be no smoking permitted in the building or outside of designated smoking areas which shall be placed at least 20 feet away from the building entrance.

Oceanside College of Beauty reserves the right to impose disciplinary action to the extent allowed by local, state and federal laws against students or employees found to be in violation of this policy. School disciplinary actions may include suspension, expulsion or termination, as well as referral for prosecution to the appropriate governmental agency. Substances prohibited from use on the School site are: alcohol, marijuana, amphetamines, cocaine, LSD, PCP and other “designer drugs.”

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sales of illegal drugs
1 <sup>st</sup> Offense	<b>1 year from date of conviction</b>	<b>2 years from date of conviction</b>
2 <sup>nd</sup> Offense	<b>2 years from date of conviction</b>	<b>Indefinite period</b>
3+ Offense	<b>Indefinite period</b>	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

## **COUNSELING SERVICE**

The School takes a personal interest in each student. Every student at Palomar is extended the privilege of consulting with the Director at any time. The School offers career, individual, placement and drug counseling referral services.

## **PLACEMENT ASSISTANCE**

Job placement assistance is provided to students and graduates at no additional charge. The School works closely with salon owners and takes great pride in recommending its graduates to leading beauty salons and Cosmetology-related establishments. Oceanside College of Beauty also provides a “Job Listing” bulletin board for students to review employment opportunities, although the School cannot guarantee placement or use it as an inducement for enrollment. A job readiness class is given during the course of instruction, which includes the skills required for successfully completing a resume, interviewing, dressing for success, etc.

For additional placement assistance, Oceanside College of Beauty recommends that students check the National Accrediting Commission of Career Arts & Sciences (NACCAS) website job listings at [www.naccas.org](http://www.naccas.org).

## **TUITION AND FEES POLICIES**

The institution does not participate in a Preferred Lender Arrangement (PLA) with a lender of private education loans. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Interest will not be applied to credit balances and billing terms are one year or less. For information on tuition assistance, please contact the administrative office.

## **COLLECTION POLICY**

The School's policy regarding collection of tuition:

- a. If a student applies for and receives Federal funds, a payment schedule is made up and the policy is explained in detail to the student. Tuition is either paid monthly, quarterly, or on a semi-annual basis. No prepayment penalty charge if student wish to pay the outstanding balance in full.
- b. If a student agrees to pay as training is received, the agreed-upon monthly or weekly payments to be made by the student are indicated on the Student Enrollment Agreement. Subsequent payments are due on the same day each month thereafter. All payments are required to be made in U.S funds. The institution does not charge late fees; however, if unable to make a payment as schedule, student must contact office personnel as soon as possible. Failure to make alternative arrangement with the institution, student may not allow his/her attendance until payments are brought current.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)**

Adult students, parents of minor students and parents of tax-dependent students have the right to inspect, review and challenge information contained in their education records. Education records are defined as files, materials and documents that contain the information directly related to a student and maintained by the institution. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agents so authorized by law. All current and former student records (the most recent five-year period) are maintained and safeguarded against loss or damage in locked, fire-resistant filing cabinets. Former student records of more than five-year period were scanned and stored in school's computer server.

## **SATISFACTORY PROGRESS POLICY**

Satisfactory Progress in attendance and academic work is a requirement of students enrolled in this school. Students receiving funds under any Federal Title IV Student Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funding.

## **ATTENDANCE PROGRESS**

### **Cosmetology**

**MAXIMUM TIME FRAME:** The maximum time frame a student has to complete the course is 2,000 hours of scheduled attendance.

**ATTENDANCE:** Students must attend at least 80 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

### **Manicuring**

**MAXIMUM TIME FRAME:** The maximum time a student has to complete the course is 500 hours of scheduled attendance.

**ATTENDANCE:** Students must attend at least 80 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

### **Teacher Trainee**

**MAXIMUM TIME FRAME:** The maximum time a student has to complete the course is 750 hours of scheduled attendance.

**ATTENDANCE:** Students must attend at least 80 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

The following is the number of hours that a student has to complete at the end of each payment period within the maximum weeks listed to be considered making SAP.

<b><u>Program</u></b>	<b><u>Payment Period</u></b>	<b><u>Minimum Hours</u></b>	<b><u>Maximum Weeks</u></b>
Cosmetology - Day	1	455	17
	2	910	33
	3	1255	45
	4	1600	58
Manicuring	1	200	7
	2	400	13
Teacher Trainee	1	300	10
	2	600	19

## **ACADEMIC PROGRESS**

The following factors will be measured to determine academic progress: theory, (test grades, homework, etc.); practical/clinic work. Theory will be graded according to the following scale:

90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Unsatisfactory
Below 60	F	Failing

Students must maintain a “C” grade average (minimum of 70 percent in theory work, and in practical/clinic performance) in order to be considered making satisfactory progress.

Evaluations will occur at the end of following payment period increments:

Cosmetology .....	455, 910, 1255, 1600 hours
Manicuring.....	200, 400 hours
Teacher Trainee .....	300, 600 hours

## **DETERMINATION OF PROGRESS**

Evaluations of progress will be conducted shortly after students reach the above scheduled hourly increments.

### **Satisfactory**

Students with a minimum of “C” grade average in theory and practical/clinic performance, and minimum 80 percent attendance at each hourly increment of scheduled attendance, will be considered to be making satisfactory progress until the next scheduled evaluation.

### **Unsatisfactory**

Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on satisfactory progress (SAP) warning until the next scheduled evaluation. During SAP Warning and SAP probation period, students are considered to be making satisfactory progress and financial aid funds will be dispersed to eligible students. At the end of the SAP warning or SAP probation period, the student’s progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. If the student has failed to achieve minimum requirements, the student is subject to termination from financial aid.

## **SATISFACTORY PROGRESS & REPEATED COURSEWORK**

For satisfactory academic progress purposes, each time a course is taken, counts as an attempt. Only the first time a passing grade is received, is counted as a completion. Any student who completes an entire clock-hour program, and later reenrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the program or another program again.

## **SATISFACTORY PROGRESS WARNING**

A student who fails to meet requirements for attendance or academic progress at the end of any payment period will be placed on Warning until the end of the next payment period or until re-establishing satisfactory progress, whichever occurs first. During the SAP Warning period, the student is considered to be making satisfactory progress and may continue to be funded if otherwise eligible. If the student is meeting minimum requirements at the end of the Warning period, the student will be determined as making satisfactory progress. If the student fails to meet requirements at the end of the Warning period, the student will be suspended from receiving Title IV funds and subject to withdrawal, unless the student makes a written appeal to be placed on Probation and prevails on the appeal.

## **SATISFACTORY PROGRESS PROBATION**

Satisfactory Progress (SAP) probation allows a student to be eligible for financial aid for a payment period. SAP probation may only be assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for financial aid reinstated. At the end of the payment period, the student must meet the standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV.

## APPEAL PROCESS

Students who fail to re-establish SAP minimum requirements after the SAP Warning period and are subject to withdrawal may submit an appeal to be placed on SAP Probation. The student must submit a written appeal to the Director, along with any supporting documentation, stating reasons why a decision to be placed on SAP Probation is warranted.

- How the student may re-establish eligibility for financial aid.
- The basis on which a student may appeal. For example: the death of family member or relative, an injury or illness of the student or other special circumstances.
- Information the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

This appeal must be received by the Director within five (5) business days from the day student receives the notice of withdrawal. Should a student fail to appeal this notice, the decision to withdraw will stand. An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, evaluating instructor, and the school Director. A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This decision will be final. Should a student prevail upon his or her appeal and be placed on SAP Probation, the student will be automatically reinstated to eligible student status.

## REASONS FOR PROBATION, SUSPENSION AND DISMISSAL

Following is the procedures consistent with due process; a student may be placed on probation, suspended or dismissed, or given a lesser sanction:

- Theft or non-accidental damage to college property
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- The use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus at any time, or off campus at any college sponsored event.
- Unauthorized entry into, unauthorized use of, misuse of college property
- Disorderly, lewd, indecent, obscene or offensive conduct on campus, or off campus at any college sponsored event
- Possession or use of explosives or weapons
- Failure to comply with directions of college officials acting in performance of their duties
- Obstruction or disruption of the educational process
- Soliciting or assisting another do any act which would subject another to student discipline
- Any other cause identified as good cause by Educational Code Section 76032 and 76033
- Attempting to do any of the above

## LEAVE OF ABSENCE

All authorized leave of absence (LOA) requests must be submitted to the school in writing in order to be considered for approval. Generally, only one (1) leave of absence, *not to exceed 60 days*, can be granted during a student's enrollment period. Conversely, subsequent leaves of absence may be granted at the school's discretion in accordance with the Family and Medical Leave Act of 1993 (FMLA), jury duty or military reasons. **The total approved leaves of absence cannot exceed one hundred eighty (180) days in a 12-month period.** A leave of absence period is excluded from a student's maximum time frame calculation. Students return from a leave of absence or other official interruption of training at the same satisfactory progress status (i.e. satisfactory, probation, etc.) as maintained prior to the leave.

If a student on an approved LOA fails to return to the school as scheduled without prior notification, the student will be withdrawn from school. The withdrawal date would be the student's last day of attendance, and all refunds will be due 30 days from the determination date. The institution's determination date would be the student's original return date from the LOA.

One possible consequence of not returning from an LOA is that a student's grace period for a Title IV program loan might be exhausted. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance of payment.

## **WITHDRAWALS/COURSE INCOMPLETES**

Any student who withdraws from his or her contracted course or fails to complete his or her training will have notice placed in his or her student file as to progress at the point of withdrawal.

## **RE-ENTRY**

A student making satisfactory progress at the point of withdrawal may petition for re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal may also petition for re-entry; however if approved for re-entry, student will return to school on the same satisfactory progress status as when withdrawn. All re-entry petitions must be submitted in writing and approved by the Director.

## **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students who have lost their eligibility for financial aid can be reinstated by improving their academic average, attendance or both of the designated standards of the satisfactory progress requirements. In cases of extenuating circumstances special arrangements may be made with school officials. These will be handled on an individual basis.

## **READMISSION FOR SERVICEMEMBERS**

To minimize the disruption to the lives of persons performing service in the uniformed services, the institution will make "**reasonable efforts**" to readmit service-members promptly with the same academic status, tuition and fee charges as when they left the institution. Students are entitled to readmission if:

- Provide advance written notice of the service.
- Cumulative length of absence and all previous absences for service are equal or less than 5 years.
- Provide written notice of intent to return.
- Notices may not have a required format and notice of intent to return must be:
  - ✦ Not later than 3 years after completion of period of service; OR
  - ✦ Not later than 2 years after end of period necessary for recovery from service-related illness or injury.

## **GRADUATION**

To be eligible for graduation, students must:

- Complete all required classroom and clinical training with a grade of "C" or higher and complete the course within the prescribed maximum time frame.
- Pay all monies due to the School.

Upon successful completion of the program, students will be awarded a certificate noting the specific program of study and the graduation date.

## **2011 - 2012 CLASS START DATES\***

**Cosmetology** - Tuesday thru Saturday, 8:00 a.m. to 4:30 p.m.

<b><i>2011</i></b>	<b><u>JULY</u></b>	<b><u>AUGUST</u></b>	<b><u>SEPTEMBER</u></b>	<b><u>OCTOBER</u></b>	<b><u>NOVEMBER</u></b>	<b><u>DECEMBER</u></b>
	12	09	06	04	01	06
	26	23	20	18	15	20

<b><i>2012</i></b>	<b><u>JANUARY</u></b>	<b><u>FEBRUARY</u></b>	<b><u>MARCH</u></b>	<b><u>APRIL</u></b>	<b><u>MAY</u></b>	<b><u>JUNE</u></b>
	03	14	13	10	08	05
	17	28	27	24	22	19
	31					

**Manicuring** \* Various class start dates, as needed.

**Teacher Trainee Classes** are scheduled periodically, contingent upon enrollment interest.

The School reserves the right to make changes to the class start schedule when necessary to accommodate the most number of prospective students intending to enroll. If a class is cancelled or a start date is changed, the School will make every effort to alert the student or prospective student by telephone. In such cases, the student is allowed to “opt” for another start date or is entitled to receive a full refund.

## 2011-2012 PROGRAM TUITION \*\*

<b><u>Cosmetology</u></b>	Tuition	12,000.00
	Books & Supplies	1,200.00
	Registration Fee	195.00
	<b>Total</b>	<b><u><u>13,395.00</u></u></b>
<b><u>Teacher Trainee</u></b>	Tuition	4,500.00
	Books & Supplies	600.00
	Registration Fee	100.00
	<b>Total</b>	<b><u><u>5,200.00</u></u></b>
<b><u>Manicuring</u></b>	Tuition	3,800.00
	Books & Supplies	600.00
	Registration Fee	100.00
	<b>Total</b>	<b><u><u>4,500.00</u></u></b>
<b><u>Brush - Up</u></b>	Tuition	600.00 per week
	Registration Fee	95.00
	Mock Board	150.00
	<b>Total</b>	<b><u><u>845.00</u></u> (1 week minimum)</b>

\*\* **NOTE:** The School reserves the right to change tuition and fees or make subject changes or revisions when necessary, and make substitutions in kits as required. Students will be notified of price changes or substitutions in kits at the Program Orientation, which is held the Saturday before each start date.

In accordance with federal tax credit legislation, the institution will mail form 1098T- reporting qualified tuition and related expenses - to student's current address by the end of January. This information will also be reported to the IRS. Students should check with their tax preparer to determine eligibility for federal educational credit and the amount of deduction.

### STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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, who is a California resident, or are enrolled in a residency program, and prepays 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.
3. Currently, the STRF assessment for each full program is estimated as follows: Cosmetology \$32.50; Manicuring \$10.00; Teacher Trainee \$12.50

## **REFUND PROVISIONS**

### **1. Cancellation of Agreement**

Students have the right to cancel your enrollment agreement for a course of instruction, and that may include any equipment such as books, materials and supplies or any other goods related to instructions offered in the agreement, until midnight of the *fifth* business day after the first class you attend. A business day means a day the students were scheduled to attend a class session.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown at the top of the front page of the enrollment agreement. You can do this by mail, email, hand delivery or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed and postage paid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the enrollment agreement. The student will be given two "Notice of Cancellation" forms on or before the first day of class. However, the student is allowed to use any form of written notice that he or she chooses.

If the School has given the student any equipment, including books or other materials, the equipment shall be returned to the School within 20 days following the date of the notice of cancellation. If the equipment is not returned—including books or other materials—in good condition within the 20 day period, the School may deduct the documented cost of the equipment from any refund that may be due to the student. Once the equipment is paid for, it is the student's to keep without further obligation.

When the student cancels his or her enrollment agreement, the School will refund any money that was paid less any deduction for equipment not returned in good condition in a timely manner within 30 days after the notice of cancellation is received.

### **2. Withdrawal From Course**

All students receiving federal financial aid who completely withdraw within the first 60% of an enrollment period are subject to the "Return of Title IV – R2T4" provision. As a student at Oceanside College of Beauty, you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the enrollment agreement (midnight of the *fifth* business day following the first class you attend), the School will remit a refund less a registration fee (if applicable) not to exceed \$195.00. The refund will be issued within 30 days following the official withdrawal date. You are obligated to pay only for educational services rendered and for equipment that has not been returned to the School in good condition.

According to the Bureau for Private Postsecondary Education, students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- a) The amount owed equals the hourly charge for the program (sum of total tuition charge and documented equipment cost; divided by the number of hours in the program), multiplied by the number of hours student attended, prior to withdrawal.
- b) If student obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of withdrawal, the School shall refund the charge for the equipment paid by student. If student fail to return the equipment in good condition within this 20 day period, the School may offset against the refund the documented cost to the School of that equipment, allowing for reasonable wear and tear. Student shall be liable for the

amount, if any, by which the documented cost for the equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, student will never be charged for more than the equipment charges stated on the contract. For a list of these charges, see addendum "a" of the contract.

- c) All amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.
- d) Returning of fund(s) in accordance with Return of Title IV Aid – R2T4 treatment, combined with Prorata calculation, will be reflected in either the Balance Due or Refund Total on the Student Refund Calculation and Notification letter. The refund will be issued within 45 days following the official withdrawal date.

**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 ISSUED WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.**

**3. Course Cancellation**

If a course is canceled subsequent to a student's enrollment and start of classes, the school shall at its option:

- a) Provide a full refund of all monies paid or
- b) Provide completion of the course.

Course cancellation applies to students who have never actually started training. In this case, the School may provide completion of the Course at mutually agreeable location or provide a full refund of all monies paid. If the student has started training and the Course is canceled, at a minimum, the student's refund will comply with the aforementioned refund provisions.

**4. Permanently Closed School**

If the School is permanently closed and no longer offering instruction after the student enrolled, the student shall be entitled to a pro-rata refund of tuition as described in the aforementioned refund provisions.

**Hypothetical Refund Example:**

Student A actually completed 756 clock hours. She completed 540 scheduled clock hours in the first payment period and 328 scheduled clock hours in second payment period. Assuming the student dropped out of the program in the second payment period after receiving \$1,742 in Subsidized Federal Direct Loan, \$995.00 in Unsubsidized Federal Direct Loan, \$2,775 in Federal Pell payment and \$200 in Federal Supplemental Equal of Opportunity Grant (FSEOG). The institution employed Individual FSEOG Recipient basis as its nonfederal share for matching. Student paid \$195 for registration fees and \$45 for Student Tuition Recovery Fund. The potential "R2T4" calculation and Pro-rata Refund for the whole enrollment are calculated and exhibited as follows:

**Exhibit A: R2T4 Calculation**

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program			
Student's Name	A Test	Social Security Number	123-45-6789
Date form completed	06/24/2011	Date of school's determination that student withdrew	06/21/2011
Period used for calculation (check one)	<input checked="" type="checkbox"/> Payment period	<input type="checkbox"/> Period of enrollment	
Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)			
STEP 1: Student's Title IV Aid Information			
<b>Title IV Grant Programs</b>		Amount Disbursed	Amount that Could Have Been Disbursed
1. Pell Grant	\$2,775.00		
2. Academic Competitiveness Grant			
3. National SMART Grant			
4. FSEOG	\$150.00		
5. TEACH Grant			
<b>A. \$2,925.00</b>		<b>C. \$0.00</b>	
Subtotal		Subtotal	
<b>Title IV Loan Programs</b>		Not Amount Disbursed	Not Amount that Could Have Been Disbursed
6. Unsubsidized FFEL/Direct Stafford Loan	\$995.00		
7. Subsidized FFEL/Direct Stafford Loan	\$1,742.00		
8. Perkins Loan			
9. FFEL/Direct PLUS (Graduate Student)			
10. FFEL/Direct PLUS (Parent)			
<b>B. \$2,737.00</b>		<b>D. \$0.00</b>	
Subtotal		Subtotal	
		<b>E. Total Title IV aid disbursed for the period.</b>	
		A. \$2,925.00	
		+ B. \$2,737.00	
		<b>= E. \$5,662.00</b>	
		<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b>	
		A. \$2,925.00	
		+ C. \$0.00	
		<b>= F. \$2,925.00</b>	
		<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b>	
		A. \$2,925.00	
		B. \$2,737.00	
		C. \$0.00	
		+ D. \$0.00	
		<b>= G. \$5,662.00</b>	
STEP 2: Percentage of Title IV Aid Earned			
Withdrawal date	06/21/2011		
<b>H. Determine the percentage of the period completed:</b>			
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.			
328	÷	540	= 60.7 %
Hours scheduled to complete		Total hours in period	
▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3. ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.			
			<b>H. 100 %</b>
STEP 3: Amount of Title IV Aid Earned by the Student			
Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).			
100 %	×	\$5,662.00	= <b>I. \$5,662.00</b>
Box H		Box G	
STEP 4: Title IV Aid to be Disbursed or Returned			
▶ If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J). ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K). ▶ If the amounts in Box I and Box E are equal, <b>STOP</b> . No further action is necessary.			
<b>J. Post-withdrawal disbursement</b>			
From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.			
<b>Stop here</b> , and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).			
\$5,662.00	-	\$5,662.00	= <b>J.</b>
Box I		Box E	
<b>K. Title IV aid to be returned</b>			
From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.			
\$5,662.00	-	\$5,662.00	= <b>K.</b>
Box E		Box I	

Student's Name <span style="float: right;"><b>A Test</b></span>	Social Security Number <span style="float: right;"><b>123-45-6789</b></span>
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**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional charges for the period**

Tuition	\$4,455.00	
Room	\$0.00	
Board	\$0.00	
Other		
Other		
Other		

Total Institutional Charges (Add all the charges together) = **L. \$4,455.00**

**M. Percentage of unearned Title IV aid**

100% -  = **M.**  
Box H

**N. Amount of unearned charges**  
Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

\$4,455.00 X  = **N.**  
Box L      Box M

**O. Amount for school to return**  
Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

**O.**

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	<input type="text"/>
2. Subsidized FFEL/Direct Stafford Loan	<input type="text"/>
3. Perkins Loan	<input type="text"/>
4. FFEL/Direct PLUS (Graduate Student)	<input type="text"/>
5. FFEL/Direct PLUS (Parent)	<input type="text"/>
<b>Total loans the school must return = P.</b>	
6. Pell Grant	<input type="text"/>
7. Academic Competitiveness Grant	<input type="text"/>
8. National SMART Grant	<input type="text"/>
9. FSEOG	<input type="text"/>
10. TEACH Grant	<input type="text"/>

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

-  = **Q.**  
Box K      Box O

▶ If Box Q is ≤ zero, STOP. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds the student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R.**  
Box B      Box P

▶ If Box Q is less than or equal to Box R, STOP. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

▶ If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**  
From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S.**  
Box Q      Box R

**T. Amount of Title IV grant protection**  
Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

X **50%** = **T.**  
Box F

**U. Title IV grant funds for student to return**  
From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

-  = **U.**  
Box S      Box T

▶ If Box U is less than or equal to zero, STOP. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. Academic Competitiveness Grant	<input type="text"/>
3. National SMART Grant	<input type="text"/>
4. FSEOG	<input type="text"/>
5. TEACH Grant	<input type="text"/>

**Exhibit B: R2T4 Combined with Pro-rata Calculations**

	<u>PP1</u>	<u>PP2</u>	<u>Total</u>
Contracted Tuition Charged	\$ 5,400.00 [1]	\$ 5,400.00 [1]	\$ 10,800.00 [1]
Total Program Clock Hours	540.00 [2]	540.00 [2]	1,080.00 [2]
Tuition Charged per Hour [1] divide [2]	10.00 [3]	10.00 [3]	10.00 [3]
Clock Hours Scheduled to Completed	540.00 [4]	328.00 [4]	868.00 [4]
Percentage of Title IV Aid Earned [4]/[2]	100% <sup>A</sup>	60.74% <sup>A</sup>	
<b>Tuition Earned [3] multiply [4]</b>	<b>\$ 5,400.00</b>	<b>\$ 5,400.00</b>	<b>\$ 10,800.00</b>

**Institutional Charges Earned by the School**

Tuition Earned	\$ 5,400.00	\$ 5,400.00	\$ 10,800.00
Documented Kit & Book Costs	1,274.79	-	\$ 1,274.79
Registration Fee	195.00	-	\$ 195.00
STRF	45.00	-	\$ 45.00
<b>Total Institutional Charges Earned</b>	<b>\$ 6,914.79</b>	<b>\$ 5,400.00</b>	<b>\$ 12,314.79</b>

**Payments Received by the School**

Private Paid	240.00	-	240.00
<b>Total Payments Received</b>	<b>\$ 5,952.00</b>	<b>\$ 5,512.00</b>	<b>\$ 11,464.00</b>

**Return of Funds**

Total Payments Received		\$ 11,464.00
Less:		
Total Institutional Charges Earned		(12,314.79)
<b>Total Refund/ (Balance Due)</b>		<b>\$ (850.79)</b>

**NOTE:**

\* If the student returns the equipment in good condition, allowing for reasonable wear and tear, within 20 days following his or her withdrawal, the School shall refund the documented cost of equipment paid by the student.

\*\* Loan amounts are returned in accordance with the terms of the promissory note. The student is liable to return 50% of the unearned amount of the Grant.

For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the School of your withdrawal or the actual date of the withdrawal.
- The School terminates your enrollment.

- You fail to attend classes for a **14-day** period without being on an approved leave of absence or other official non-attendance status.
- You fail to return from an approved leave of absence as scheduled without notifying the School in advance.
- Any applicant rejected for training will be refunded all monies.

## **TITLE IV REFUND REQUIREMENTS & DISTRIBUTION**

Students are required to pay for anticipated cash payments that have been received or will be received throughout their enrollment or obligation period. This means that some or all of the Federal Pell Grant and student loan monies received by you in anticipation of your attendance at the institution have to be refunded to the federal government. Additionally, you will be required to pay the institution an appropriate proportion of the loan proceeds for instruction received from the School prior to your official or unofficial withdrawal (or termination) that was incurred within the loan obligation period. (Refunds are calculated at the same rate as outlined in the above section *Refund from Course*.) If you have any questions about your refund responsibilities in case you should have to withdraw prior to the completion of the program, please discuss them with the School financial aid officer prior to signing the enrollment agreement.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. Any remaining amount of the refund will first be used to repay any student financial aid programs from which you received the benefits, in proportion to the amount of benefits received. Any remaining amount will be paid to you. The refund distribution order is as follows:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other federal, state, private or institutional sources of aid
7. The student

## **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

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

4. You are a student, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
5. 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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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 cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form (STRF App Rev. 2/10), signed under penalty of perjury that the form and all attachments are true and correct.

The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.

Students whose total charges are paid by a third party payer are not eligible to apply for payment by the Fund. The Bureau may conduct an investigation to verify whether to grant or deny a claim.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the School. Questions regarding the STRF may be directed to former Bureau's address or web site:

**The Bureau for Private Postsecondary Education**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818**  
**888-370-7859**  
**Web site: [www.bppve.ca.gov](http://www.bppve.ca.gov)**  
**Email: [bppve@dca.ca.gov](mailto:bppve@dca.ca.gov)**

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

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

## **COSMETOLOGY**

### **OBJECTIVE**

The Cosmetology Course (332.271-010) prepares the student for the State Board Examination and provides the knowledge to make him or her highly employable and capable of demonstrating proficient skills and ability to the public. Occupations that are available to a Cosmetologist are: hair stylist, facialist, manicurist, make-up artist, and cosmetic and beauty product representative.

### **COMPLETION REQUIREMENTS**

The required Cosmetology Course shall have 1,600 clock hours of practical training and technical instructions covering all practices that comprise the Art and Science of Cosmetology.

<u><b>SUBJECT</b></u>	<u><b>HOURS</b></u>	<u><b>OPERATIONS</b></u>
Cosmetology Act & Rules	20	n/a
Cosmetology Chemistry	20	n/a
Health and Safety/Hazardous Substances	20	n/a
Theory of Electricity in Cosmetology	5	n/a
Bacteriology, Anatomy & Physiology	15	n/a
Salon Management	10	n/a
Disinfection & Sanitation	20	10
Wet Hairstyling	25	200
a) Thermal Styling	20	40
b) Press and Curl		20
Permanent Waving	20	80
Chemical Straightening	20	25
Hair Cutting	20	80
Hair Coloring & Bleaching	40	
a) Hair Coloring		50
b) Bleaching		20
Scalp & Hair Treatments	5	50
Facials - Manual	5	10
Facials - Electrical	10	15
Facials - Chemical	10	15
Eyebrow Arching & Hair Removal	10	20
Make-up	15	10
Water & Oil Manicure	5	15
Complete Pedicure	5	10
Application of Artificial Nails		
a) Acrylic: Liquid & Powder Brush-ons	10	50
b) Artificial Nail Tips	10	50
c) Nail Wraps & Repairs	5	20

Total theory hours come to a minimum of 345 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for the student, to total 1,600 hours.

## MANICURING

### OBJECTIVE

The Manicuring Course (331.674-010) prepares the student for the State Board Examination and provides the knowledge to ensure that the student is employable and capable of demonstrating the skills and ability to work with the public. Some of the potential occupations available to Manicurists are: nail technician, product representative, and company demonstrator.

### COMPLETION REQUIREMENTS

The required Manicuring Course shall have 400 clock hours of practical training and technical instructions covering all practices comprised in the Art of Manicuring.

<u>SUBJECT</u>	<u>HOURS</u>	<u>OPERATIONS</u>
Cosmetology	10	n/a
Chemistry related to manicuring	10	n/a
Health & Safety/Hazardous Substances	15	n/a
Bacteriology, Anatomy & Physiology	10	n/a
Salon Management	5	n/a
Disinfection and Sanitation	10	10
Water & Oil Manicure	15	40
Complete Pedicure	10	20
Application of Artificial Nails		
a) Acrylic: Liquid & Powder Brush-ons	15	80
b) Nail Tips	10	60
Nail Wraps & Repairs	5	40

Total theory hours come to a minimum of 115 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for the student, to total 400 hours.

## TEACHER TRAINEE

### OBJECTIVE

The Teacher Trainee Course (332.271-010) trains a licensed Cosmetologist in the instructional aspects of teaching in a School of Cosmetology. The course prepares them for the State Board Examination and provides the techniques of training students in all phases of the Cosmetology Arts and Sciences.

### COMPLETION REQUIREMENTS

For completion of the program, the student must complete 600 hours in School. The potential occupations available to Teacher Trainees are: instructor, manager and company or product representative.

<u>SUBJECT</u>	<u>HOURS</u>	<u>OPERATIONS</u>
Cosmetology Act & Board Rules & Regs. Preparatory	10	
a) Instructional Techniques	40	
b) Organization Techniques	30	50
c) Lesson Planning	60	50
d) Techniques of Evaluation	10	
Conducting Classroom Instruction	140	
Supervising & Training Students	100	

Total theory hours come to a minimum of 390 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for the student, to total 600 hours.

## SUMMARY OF COURSE REQUIREMENTS

Course requirements are set forth in the completion requirements. The vocational objectives for each course are for all graduates to obtain licenses issued by the State of California. In the case of a brush-up course, where a license has already been issued to a person, the vocational goal is for the student to become more proficient in the field of Cosmetology.

## THE COSMETOLOGY PROFESSION

### 1. *Job Demand in the Cosmetology Industry – 2007*

Based on the National Survey Conducted for The National Accrediting Commission of Cosmetology Arts and Sciences, John B. Lee, JBL Associates in December 7, 2007, summarized the Major Findings of job demand in the Cosmetology Industry, 2007 as follows:

Fifty three percent (53%) of salon owners had job openings. Salons filled nearly 485,000 open positions in 2006. Experienced salon professionals who changed positions accounted for 62 percent of the new hires; inexperienced professionals with less than one year's experience accounted for the other 38 percent. That translates to 182,331 newly trained professionals entering the field during 2006.

Even with significant levels of hiring, nearly three-quarters of the salons that tried to fill positions were not able to find qualified applicants. The supply of skilled professionals in the industry continues to fall short of the demand. This is a chronic shortage that has been reported in earlier surveys of the cosmetology industry. One step that could ease the shortage would be to expand reciprocal licensing among the states. A 2006 NACCAS study of state licensure exams found that reciprocity agreements are not available in every state, but recommended that this policy be in place to make movement easier among Cosmetologists seeking employment in states with shortages.

- a. In January 2007, 1,682,641 professionals were employed in the nation's 370,215 beauty salons, barber shops, skin care salons, and nail salons. The typical salon is a small full service salon with 5.1 stations, three full-time professionals and two part-time professionals. Salon owners report an average of 127 clients per week.
- b. Since 2003, the number of salons has increased, but the average number of people they employ has declined. The other notable change since 2003 is the decline in job swirling. Fewer employees left their jobs, and the number of hires has also declined.

This survey is important because of the chronic underestimation by the Bureau of Labor Statistics (BLS) of employment in the cosmetology industry. The BLS survey of establishments excludes proprietors, the unincorporated and self-employed workers, which may account for the discrepancies between our survey and the BLS data.

### 2. *Salary Data*

The National Survey Conducted for The National Accrediting Commission of Cosmetology Arts and Sciences, John B. Lee, JBL Associates in December 7, 2007, summarized the Major Findings of job demand in the Cosmetology Industry, 2007 as follows:

Survey respondents were asked to provide the number of employees by job category and salary range. In order to determine an average salary, both nationally and by state, the number of employees in each category was multiplied by the midpoint of the listed salary range. Because the survey did not specifically request salaries only for full-time employees, all data for the salary

category \$20,000 or less per year was removed from the calculation. For those listed at \$70,000 or more per year, \$75,000 was used. The category of “other” has the lowest salary while hair colorists have the highest salary. It is possible that this number is somewhat inflated due to the small number of respondents with this classification. Average salary by job category (exclusive of tips).

	<u>Full service</u>	<u>Specialized</u>
Cosmetologist	\$ 35,966	\$ 38,843
Barber/stylist	39,669	42,842
Braider	31,020	33,502
Electrologist	37,522	40,524
Hair Colorist	42,965	46,402
Massage therapist	31,239	33,738
Nail Technician	30,693	33,148
Skin care/Esthetician	37,154	40,126
Other	29,791	32,174

Examining salaries by region indicates that the average salary range in the United States is between \$30,000 and \$48,000. The highest salaries are earned by salon professionals in the North East region, while the North Central region shows the lowest salaries. Average salary by region:

<u>Region</u>	<u>Salary</u>	<u>Region</u>	<u>Salary</u>
North East	\$ 48,348	North Central	30,603
South	37,908	West	34,988

It is not possible to report separately on full-time salaries due to the way in which the data were collected. Even with the part-time and low-time employees included, the salaries are competitive. In addition, the industry provides the opportunity to be one’s own boss, with strong earning potential.

### 3. Job Prospect for The Future

All local salons and day spas are now being encouraged to register their salons on this new NACCAS website service. NACCAS will provide this registration and Internet job posting service at no cost to all local community salon owners as well as to all salons across the United States. Each interested salon and chain will be able to post their salon name, logo, address and contact information, with the number of open positions. It should also include a brief salon business overview. To participate, salon owners should send the requested information on your business directly to NACCAS: ATT: Mr. Clifford A. Culbreath at 4401 Ford Avenue ~ Suite 1300, Alexandria, VA 22302 USA, (703) 600-7600 or email at CCulbreath@naccas.org

This survey of employers in the cosmetology field supports that the industry provides competitive income potential and offers the opportunity to start one’s own business, as well as flexible working hours that allow employees to integrate their work with other family responsibilities. The evidence suggests that opportunities in the sector will continue to grow. One step that could ease the ongoing shortage of salon professionals would be to expand reciprocal licensing among the states. A qualified, licensed cosmetologist or barber in one state may not be able to work in another state without expensive and time-consuming efforts to become licensed. This one simple policy change could increase the number of available cosmetologists in the nation.

According to the Bureau of Labor Statistics, employment for cosmetologists will increase by 20 percent from 2008 to 2018. For more current information of employment trends and earnings,

students can visit the Department of Labor at [www.dol.gov](http://www.dol.gov) or the CareerOneStop at [www.careeronestop.org](http://www.careeronestop.org).

#### **4. Working Conditions**

According to the California Employment Development Department, the physical demands of the industry require a great deal of standing, stooping, and reaching throughout the workday. It also requires normal or corrected vision and good hand-eye coordination. The work is usually performed in attractive, well-lighted, clean, well ventilated, and air-conditioned salons. Exposure to chemicals may cause allergic skin and lung reactions in some individuals; therefore protective clothing, plastic gloves, masks or aprons should be worn.

## **CONSUMER INFORMATION**

### **1. General Institutional Information**<sup>4</sup>

Oceanside College of Beauty is licensed to operate by the Bureau for Private Postsecondary Education, located at P.O. Box 980818, West Sacramento, CA 95798-0818, and is accredited by the National Accrediting Commission of Career Arts & Sciences, located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. The School is owned by Oceanside College of Beauty, Inc., and the Chief Executive Officer is Mr. Raymond R. Stainback.

Access is available for viewing the institution's accreditation, licenses and approvals Tuesday through Saturday from 8 a.m. to 4:30 p.m. Oceanside College of Beauty's State Board of Cosmetology licenses and Certificate of Accreditation are displayed in the main office, along with the approvals.

The School provides facilities accessible to the handicapped, with handicapped parking spaces, sidewalk ramp, adequate working space, and proper building design. This includes convenient accessibility to restrooms, water, work stations, counters, floors and equipment locker. The School offers a course (Manicuring) for those physically challenged in a wheelchair with good upper body movement, sufficient strength, and good dexterity in both arms.

The institution does not provide English as a Second Language (ESL) instruction. The institution has no responsibility to find or assist students in finding housing. The refund policy is readily available in the school catalog and on the Enrollment Agreement Contract.

The employees available to disseminate consumer information are:

Ms. Heather Fair	Registrar
Ms. Patricia Maher	Director of Education
Mr. Raymond Stainback	President

These employees are available during the business hours of 8:00 a.m. to 4:30 p.m., Tuesday through Saturday at:

**OCEANSIDE COLLEGE OF BEAUTY**  
**1575 S. COAST HIGHWAY**  
**OCEANSIDE, CA 92054**  
**<http://www.ocb.edu>**

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<sup>4</sup> *For a consumer snapshot of the institution, students should visit College Navigator at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)*

2. **Student Services Directory**

The following offices may be contacted by calling (760) 757-6161 and their extensions listed below.

**Admissions Office** .....Ext. 213 or cell phone (760) 889-6162  
Hours: Tuesday – Saturday 8 a.m – 4:30 p.m

**Financial Aid Office**.....Ext. 216  
Hours: Tuesday – Saturday 8 a.m – 4:30 p.m

**Instructor’s Office** .....Ext. 212  
Hours: Tuesday – Saturday 8 a.m – 4:30 p.m

**President/Owner**.....Ext. 215 or cell phone (760) 802-2500

3. **Emergency Procedures**

- In the event of a fire, dial 9-1-1 to report the fire
- In a major emergency, such as a wildfire or widespread hazardous materials release, the entire campus may be evacuated and areas closest to the danger area will be evacuated first.
- Stay calm, do not rush or panic
- Safely stop your work
- Gather your personal belongings if it is safe to do so
- Close, but do not lock, your office door and window if it is safe to do so
- Test closed doors for heat and/or fire by touching the door with the back of your hand; do not proceed if hot
- Proceed calmly and safely to the designated Emergency Assembly Area (EAA)
- Follow instructions from emergency responders
- Do not re-enter building until you are instructed to do so

**Contact Personnel:**

The following personnel may be contacted by calling (760) 757-6161 and their extensions listed below.

Supervising Instructor – All programs.....Ext. 219

President/ Owner.....Ext. 215 or cell phone (760) 802-2500

4. **Copyright Infringement & Illegal File Sharing– Policies and Sanctions**

Intellectual properties include copyrights, trademarks, patents, and trade secrets covered by copyright law. Copyright infringement (or copyright violation) is the unauthorized, prohibited use to reproduce ideas or information without any intention of paying for it.

For electronic and audio-visual media, unauthorized reproduction and distribution is also commonly referred to as **piracy**. Besides, unauthorized downloading of movies, music and software is damaging the economy.

When students are found guilty of an academic offence, a penalty will be assigned ranging from a warning to a suspension or expulsion from the institution.

## 5. **Financial Assistance Information**

The Financial Aid office administers several programs which are designed to assist students whose financial resources are insufficient to meet their educational costs. To apply for Federal Financial Aid, complete and submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The following types of Financial Aid are available for qualified students:

- Grants are “gift aid” which do not have to be repaid such as Federal Pell Grant and Federal Supplemental Educational Opportunity Grant.
- Loans are “self-help” and must be paid back over a period of time after student leaves school and when the loans come due. The institution participates in the William D. Ford Federal Direct Student Loan Program. There are three types of Direct Loans:
  - Federal Direct Stafford/Ford Loans—also called Direct Subsidized Loans. Student must demonstrate financial need to be eligible for this loan. The federal government does not charge interest while borrower is in school at least half time, during grace period, and during deferments (postponements of repayment).
  - Federal Direct Unsubsidized Stafford/Ford Loans—also called Direct Unsubsidized Loans. This is not a need-based loan. The federal government charges interest on these loans while borrower in school, in your grace period, or in deferment.
  - Federal Direct PLUS Loans—for parents without adverse credit histories who want to borrow for their dependent students.

Most financial aid is based on financial need. The cost of attendance (COA) is the foundation of establishing a student’s financial need. The COA for a student is the sum of estimate of educational expenses for the period of enrollment. Generally, the following costs will be used to calculate the Title IV award amounts and package the aid: tuition, registration fees, books, supplies and allowance for room and board, transportation and miscellaneous personal expenses. For a student with dependents, an allowance for a reasonable cost of dependent care provided is included in the calculation of COA.

To receive federal financial aid, federal law requires male citizens and immigrant aliens from 18 through 25 years old to be registered with the Selective Service System (SSS). Registration forms are available at any US Post Office or online at [www.sss.gov](http://www.sss.gov).

The institution employs two different academic years for day and evening academic programs. An academic year for the day program is defined as 27 weeks of instructional time and 1,080 clock hours. Likewise, an academic year for the evening program is defined as 36 weeks of instructional time and 900 clock hours. The academic year is used to determine the student’s eligibility for Federal Student Aid (FSA) awards such as Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and Direct Stafford loans.

A first-time student loan borrower who takes out a loan must understand his or her rights and responsibilities. Borrowers must complete comprehensive Entrance Counseling online on the Direct Loan Web site at [www.studentloans.gov](http://www.studentloans.gov). Student loan borrowers must also finalize Exit Counseling when completes their course of study or leaves the school. Students or parents’ borrowers may access the National Student Loan Data System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov) to review their financial aid activity and history.

Students or person claiming student as a dependent may take a credit or deduction to reduce federal income taxes for interest paid on educational loans. Students can log on the Internal Revenue Service (IRS) at [www.irs.gov](http://www.irs.gov) or check with their tax preparer to determine eligibility for federal educational credit and the amount of deduction.

Generally, awards from the FSA programs must be paid in at least two disbursements. Students must maintain satisfactory academic progress as well as complete the required clock hours and weeks of instructional time in a payment period before proceeding to the next payment period. The first disbursement of funds is typically between the start day and one month.

- For Cosmetology day course, the second and future disbursements may be made at 540, 1080, and 1340 hours.
- For Teacher Trainee courses, the second disbursement may be made at 300 hours.

**\*\*SPECIAL NOTE\*\*** *All students must maintain satisfactory progress in order to accept financial aid for educational costs and/or to receive financial aid for student living expenses.*

#### 6. Vaccination Policy

As adult learners, students attending Oceanside College of Beauty are expected and assumed to be current with all required vaccinations. If there is a concern regarding a particular individual, he/she may be required to provide a completed vaccination record.

To obtain immunization information since 1996, students can access the California Immunization Registry (CAIR) at [www.ca-siis.org](http://www.ca-siis.org), under the heading “Find My Registry”. For additional assistance, students may contact the Statewide Immunization Information System (SIIS) by email [SIISInfo@ca-siis.org](mailto:SIISInfo@ca-siis.org) or call the CAIR hotline (916) 441-0726.

#### 7. Student Body Diversity

Oceanside College of Beauty is committed to ethnic and diverse learning environment which are essential to achieving the institution's educational mission.

##### **Percent of Full-time Undergraduates Enrollment**

##### **Gender**

Male	11.4%	Female	88.6%
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##### **Financial**

Pell recipients	13%
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##### **Race/ Ethnicity**

White	58.5%	American Indian or Alaskan Native	2.4%
Black	6.5%	Asian or Pacific Islander	6.5%
Hispanic	26%	Unknown	0%

#### 8. Voter Registration

In October 2002, the Congress passed and the President signed the Help America Vote Act of 2002 (“HAVA”). Students may register to vote in California if they are:

- A United States citizen
- A resident of California

- At least 18 years of age (or will be by the date of the next election)
- Not in prison or on parole for a felony conviction.
- Not judged by a court to be mentally incompetent

For downloadable form or more information, students may visit the Voter Registration – Elections & Voter Information – California Secretary of State at [www.sos.ca.gov](http://www.sos.ca.gov) or call toll-free number 800-345-8683.