



CosmoTon Academy
Catalog

January 1, 2026 to December 31, 2026

1013 North H Street,
Lompoc, CA 93436
(805) 538-2465

<http://cosmotonacademy.com/>

A Non-Accredited Institution

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CATALOG CERTIFICATION

Cosmoton Academy certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Cosmoton Academy and updates the catalog on an annual basis. Cosmoton Academy makes an effort to ensure accuracy of the information obtained. Any questions that have not been satisfactory answered by the Academy may be directed to:

**The Bureau For Private PostSecondary Education
1747 N. Market Blvd, Ste. 225 Sacramento, CA 95798-0818
Telephone: (916) 574-8900 or (888) 370-7589
Fax: (916) 263-1897 / Website: www.bppe.ca.gov**

All students are encouraged to read the catalog prior to signing an enrollment agreement. You may access the catalog by visiting Cosmoton Academy website at: www.CosmotonAcademy.com under “Disclosures”. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau’s website at: www.bppe.ca.gov.

Approval/Disclosure Statement and Catalog Information :

Cosmoton Academy 1013 North H Street, Lompoc Ca. 93436 is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the school is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The school is approved to operate until May 3,2029 .

Cosmoton Academy’s catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement and is on the school’s web page.

Cosmoton Academy’s catalog shall be updated annually, per the California Postsecondary Act of 2009 (94909). Any questions that you have regarding this catalog that have not been satisfactorily answered by this institution may be directed to:

**The Bureau for Private Postsecondary Education at:
Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Website address: www.bppe.ca.gov Telephone & Fax #s: (888)370-7589 or (916)574-8900 by fax (916)263-1897**

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

Approved Programs	School Required Hours
Barbering Program(Hybrid)	1000 Hours
Hairstyling (Hybrid)	600
Barbering Program	1000
Hairstyling	600

Instruction is in residence with facility occupancy level accommodating 30 students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Schools Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) has set minimum standards for these programs of study. The minimum number of class hours and total clock hours for each course must be met to qualify the student for licensure.

Mission Statement

Mission:

The mission of this institution is to provide a high quality barbering training program to students in the local area served by CosmoTon. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as Barbering professionals. Our programs provide focused and intensive training to prepare students for the State of California Board of Barbering License exam. We offer an environment that will enable the student to thrive and develop the social, physical as well as their emotional skills to be a successful and positive professional in the community in which they serve.

Objective

The objective of CosmoTon is to provide instruction in theory and practical skills that follow a structured curriculum. Students are taught to use modern techniques in haircutting, shaves, scalp massage, facials, perms, hair coloring and business management. The students are provided videos, textbooks and other learning resources to broaden their essential knowledge of barbering. Student benefit is derived from faculty instruction that provides a strong educational foundation in barbering, the knowledge and skills essential for career success, and an environment that fosters openness and creativity.

Expectation:student conduct

Students will be required to conduct themselves in accordance with the general policy, guest policy, attendance policy, grooming and dress policies and standards of student conduct of professionalism at all times, as stated in the Board of Barbering and Cosmetology Rules and Regulations, and the Cosmetology Act.

These are standards required in today's workplace as stated in the Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) report and the Cosmo/Barber Advisory Committee.

Students who complete training at Cosmoton Academy will:

- Demonstrate personal development and practice good citizenship.
- Demonstrate professional work ethics.
- Develop self-esteem and the ability to assume responsibility for their actions.
- Demonstrate realistic goals and establish plans to achieve them.
- Demonstrate strategies
- Demonstrate initiative and independence.
- Acquire, analyze, and process information.
- Demonstrate the ability to work as a team.
- Show respect for the property and rights of others.
- Exhibit self-discipline and individual responsibility.
- Demonstrate effective verbal and listening skills.
- Demonstrate use of appropriate career terminology.
- Recognize the importance of like-long learning.
- Demonstrate appropriate job skills preparation and readiness.
- Exhibit professional dress and grooming.

Instructional Location

CosmoTon
736 North H Street,
Lompoc, CA 93436

School Facilities

The school occupies approximately 1900 sq ft of space in a retail strip mall located in the city of Lompoc. The campus is located at 736 North H Street, Lompoc, CA 93436. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and the Board of Barbering and Cosmetology. Sufficient parking is available nearby. Our campus includes separate classrooms and practical training areas with ample amount of tables and chairs for our students comfort

School Equipment

- 7 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 3 Shampoo bowls
- 4 Hood Dryers
- 8 Hairstyling or barber chairs
- 1 Electric curling iron
- 1 Non-electric comb
- 2 Non-electric curling irons (at least two sizes)
- 1 Stove (for non-electric combs)
- 1 Towel steamer

INSTRUCTIONAL LANGUAGE

Instruction is offered in English and Spanish. The level of language proficiency required to succeed in the program is that of the equivalent of high school, and is documented by students' high school diploma, GED or equivalent. A student's level of language proficiency, in either English or Spanish, will be determined using the United States Foreign Service Language Rating System, which uses the Interagency Language Roundtable (ILR) scale: students must demonstrate in conversation with admissions staff that they possess language proficiency which meets the qualifications of Speaking 3 (General Professional Proficiency) on the ILR scale.

VISA SERVICES

This institution admits students from other countries but doesn't provide visa related services.

Admission Policy:

Cosmoton Academy is accepting students for admission once the following criteria have been met:

- Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school. graduation
- Must be 17 years of age or older.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma which is to be performed by an outside agency that is reputable third party Evaluator ,that is translates, confirm it meets requirements for admission and confirm the academic equivalence to a U.S. high school diploma.
 - Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the school. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97. The following is more information on Cesla : www.acttabilitytobenefitest.com
Office: (805) 965-5704
Fax:(805) 965-5807
- For licensed cosmetologists training for the barber license: Students must have an active Cosmetologist license issued by the California Board of Barbering and Cosmetology.
- Applicants must provide a valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
- If a high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment or take the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test.
- Self-Certification will not be allowed for enrollment or Title IV purposes.
- Provide their Social Security number or ITIN.
- Students shall schedule an interview and personal tour with Cosmoton Academy prior to enrollment.
- Transfer students only: Transfer students shall provide transcripts from prior instructional institutions prior to enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result in not being able to apply those hours that could be accepted toward your enrollment at Cosmoton Academy
- Cosmoton Academy does not accept or credit student applicants with any credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Veteran Students Only: Veteran Students applying to use Veterans Education benefits shall provide Cosmoton Academy with all transcripts and proof of prior credit from all postsecondary training, prior to enrollment, if applicable. Once the above items are complete and presented to school enrollment staff, students are ready to pay a registration fee of \$100 (non- refundable) and complete an enrollment agreement.

Once the above items are complete and presented to school enrollment staff, students are ready to pay a registration fee of \$100 (non- refundable) and complete an enrollment agreement.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you’ve earned from another institution are determined at the sole discretion of Cosmoton Academy administration. You may be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. VA student transcripts from all prior post-secondary schools will be evaluated prior to enrollment and any relevant experience will be credited to students as transfer hours.

RE- ENTRY (Re-Enrollment Policy)

A student who withdraws from Cosmoton Academy may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left, if re-entry occurs within 180 days of last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter more than 180 days after the last day of attendance will have their transcripts evaluated for the number of credits and services they will receive credit for and such review and transferring of hours will be at the sole discretion of the school’s Director. A new registration fee of \$150 must be paid to reenroll plus additional may incur pertinent to changes in rates and digital seat.

Non-discrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation,national(ethnic)origin, marital status, pregnancy, age, disability, financial status,veteran’s status,area of origin or residence or any other classification that precludes a person from consideration as an individual in its admissions, staffing, instruction and/or graduation policies.

School Hours ,Holidays and School Closures(Calendar):

Cosmoton Academy is open and holds classes from 9:00am-3:00pm Wednesday-Friday. The school’s administration’s office is open Wednesday-Friday 9:00 am – 4:00 pm for questions, tours, and enrollments. The 2026 holidays and school closures that Cosmoton Academy observes are:

Cosmoton Academy celebrates three vacation periods as well as several holidays.

Vacation periods:

COSMOTON ACADEMY Observes the following holidays and breaks:

- Winter break December 18, 2026- January 13,2027
- Summer break July 27,2026 - August 7,2026
- Spring Break March 9,2026- March 20,2026
- One day per month for staff personal development
- Cosmoton Fall holiday NA 2026

HOLIDAYS	DATES
New Year’s Day	January 1, 2026
Martin Luther King Jr.	January 19,2026
Presidents Day	February 16, 2026
Cesar Chavez Day	March 31,2026
Memorial Day	May 25, 2026
Juneteenth	June 19 th ,2026
Independence Day	July 4, 2026
Labor Day	September 7, 2026
Veteran’s Day(observed)	November 13, 2026
Thanksgivings Day	November 26-27, 2026

- One day per month for staff personal development

Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. A special holiday may be declared for staff training, emergency, weather, special reason or COVID-19 required closure. Unexpected closures and will be reported to students via the schools website, and/or Instagram or text message.

CLASS START DATES

2026 Barbering Class Start Dates

Cosmoton Academy has continuous enrollments and students can enroll anytime during the year. Barbering February 11, 2026, April 8, 2026, May 13 , 2026, June 17 , 2026, August 12,2026,September 23,2026,Nov.4,2026 Enrollments are restricted to maintain a low student-to-instructor ratio and if space is an issue, students are enrolled on a first come first serve basis.

PROGRAM

Cosmoton Academy currently offers training leading to licensure with its Barbering program 1000 hour , Barbering Hybrid program 1000 hour ,Hybrid Hairstylist Program 600 hour and Hair Stylist 600 hour.

Distance Education and Hybrid Program Requirements

Cosmoton Academy provides a hybrid program of study that provides for both in-school education, as well as distance learning.

Upon completion of all curriculum requirements, students must demonstrate competency by taking and passing several written comprehensive Academic exams and Practical assessments, which are administered in school. All transcripts provided by Cosmoton Academy will specifically outline those hours obtained via distance education. Please note that in accordance with the school's accrediting agency, practical experiences on a live model or service guest can only occur during the in-school portion of the program.

As a part of distance education, Cosmoton Academy will ensure the content is delivered in a manner that meets the school's mission statement and educational objectives by assessing each student's competence. Participation will be documented in a log of all student activity. This requires participation in all online activities such as, quizzes, chatroom conversations and intermittent check-ins. Students' qualitative academic performance for each of the distance education (modules) will be evaluated through testing and educational evaluations administered in person during school operating hours.

Cosmoton Academy offers distance education to its Future Professionals for only a portion of the educational program. Students who enroll in a program with distance education as a component of the program understand and acknowledge that the portion of distance learning offered is in compliance with the school's state regulatory body and accrediting agency. SinceCosmoton Academy only utilizes distance learning for a small portion of the overall program, the school does not enroll students who are only interested in attending the distance learning portion of the program. Please note that academic achievement earned via distance education may not be accepted for reciprocity or eligibility for licensure in other states.

Students must have the following hardware, software, and network requirements:

- A computer or other mobile device
- Internet connection broadband wired or wireless (3G or 4G/LTE) Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using Speedtest
- Pivot Point
- Google Chrome
- Zoom

**PROGRAM SCHEDULES & LENGTH
MAXIMUM TIME FRAME**

The maximum time (which does not exceed 133 % of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

PROGRAM	STATUS	HOURS P/WEEK	PROGRAM HOURS	WEEKS	CLOCK HOURS
Barbering Program (Hybrid)	FT	29.5	Wed-Fri 9-4pm + 10 hours a week distance education	34	1000
Hair Stylist (Hybrid)	PT	29.5	Wed-Fri 9-4pm	52	600
Barbering Program	PT	19.5	Wed-Fri 9-4pm	52	1000
Hair Stylist	PT	19.5	Wed-Fri 9-4pm	77	600

*To ensure proper clock hours are credited, students are required to clock in and out utilizing Course Key .

*On Campus schedules include a ½ hour lunch during which clock hours are not earned and two-15-minute breaks.

Asynchronous Hours(Online/Distance Education):

Hours a week ~ 10-13 hours a week up to 25% of program hours total

Using Pivotpointlab.com Students logged in correctly may earn 10-13 asynchronous hours a week.

Guideline :

The 10-13 theory hours must be concurrent with the morning theory chapter the school is on. Students must get prior approval for credit on other chapters.

Theory will be counted in one hour increments.

Students must track the hours in their distance education log and turn it in monthly .

For credit quizzes must be complete weekly

Students can expect no more than 30 days to elapse between the submission of distance education work and the evaluation from the instructor on that work

ORIENTATION DAY

Student orientation occurs on the first day of class, clock hours are earned. At orientation students will review school procedures and policies with a school staff member.

TUITION & FEES

Because of the inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the tuition information to be subject to change

COURSE	TUITION	REGISTRATION FEE*	KITS **	BOOKS, digital lab seat,tech fee, classroom supplies**	STRF ***	TOTALS
Barbering Program (Hybrid) SOC CODE 39.5011 CIP CODE 12.0402	\$15,000	\$200	\$1500	\$561.50	\$0	\$17,261.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE				\$17,261.50		
Barbering Program SOC CODE 39.5011 CIP CODE 12.0402	\$15,000	\$200	\$1500	\$561.50	\$0	\$17,261.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE				\$17,261.50		
Hair Stylist(hybrid) SOC CODE 39.5012 CIP CODE	\$9,000	\$200	\$1500	\$445	\$0	\$11,145

12.0401						
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE						\$11,145.00
Hair Stylist						
SOC CODE 39.5012	\$9,000	\$200	\$1500	\$445	\$0	\$11,145
CIP CODE 12.0401						
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE						\$11,145.00

If you are signing up as a licensed cosmetologist ,you would be enrolling into one of the **Barbering Program for 200 hours**

[FULL-TIME OR PART-TIME]

Registration * Fee	Books	Supplies/Ki t	Tuition	Tuition Adjustment	STRF* **	Total Cost of Program
\$200	\$561.50	\$565.00	\$3,000.00	\$0	\$0	\$4,326.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE						\$4,326.50

*Registration Fee: Non-Refundable.

** Non-refundable. These charges include all applicable sales tax + Additional miscellaneous school supplies (ex. Textbooks,EBook,Stateboard book, Digital Lab Seat, Tech Fee)

***Student Tuition Recovery Fund Fee. (Non-Refundable)

*Registration Fee: Non-Refundable.

** Non-refundable. These charges include all applicable sales tax + Additional miscellaneous school supplies (ex. Textbooks, Digital Lab Seat, Tech Fee)

***Student Tuition Recovery Fund Fee. (Non-Refundable)

Note: Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include sales tax. Length of time in course depends on the number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

Non-Institutional Fees: State exam fee is the responsibility of the student: the current fees are \$125.00 for the exam application and initial license fee .

OVERTIME CHARGES

If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. The current rate per hour is \$17.00. A total of 50 personal hours to assist with necessary absences and all school holidays are used to compute a student’s contract end date. In the event a student is absent 14 consecutive calendar days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.

METHODS OF PAYMENT

Acceptable methods of payments are Cash, Cashier's Check, Money Order and Personal check and financing available with TFC tuition .For more info about TFC tuition go to : tfcstudentinfo.com

Students not making 2-3 payments may be dropped.To re enroll all payments must be paid and students must pay re-enrollment fee.

TUITION FOR TRANSFER STUDENTS

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

LOAN REPAYMENT

Cosmoton Academy does not provide direct financial assistance. Students are responsible for obtaining loans, grants or sponsors for tuition and other fees. There are public and private agencies that may provide tuition assistance in the form of grants or loans. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Leave of Absence Policy:

Cosmoton Academy does not currently offer a Leave of Absence except in case of verified active military duty. Students are given holidays and 50 hours in their contract to use in the event of illness, family events or other matters. In the event a student is absent 14 calendar days said student will be dropped but is eligible to reenroll per the terms of the re enrollment policy.

INTERRUPTIONS, LEAVE OF ABSENCES & WITHDRAWS

Cosmoton Academy does not offer leave of absences at this time except in case of verified active military duty. 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. Students are reminded that their enrollment contract has 50 hours built into their contract and to use them in lieu of a leave of absences. Students who need to be absent more than 14 sequential calendar days are welcome to re-enroll when their personal circumstances allow for such, in accordance with the school's admission and re-enrollment policies. In the event school is closed for COVID19 requirements, weather or other reasons such days do not count towards the student's Satisfactory Academic Progress and extend the student's contract by the same number of calendar days.

Military Leave of Absence Policy

The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 60 days for verified active military duty. An LOA must be requested in writing by the student and delivered to the Chief Academic Officer at 1013 North H Street, Lompoc, CA 93436 and must be approved by the Chief Academic Officer.(CAO) An LOA request form must be filled out and the date of leave and return date must be stated on the form prior to the CAO approving the LOA. Students on an LOA will not be assessed any additional charges of tuition or fees. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from an LOA will have his/her maximum time

frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

STUDENT CLOCK HOUR POLICY

The Board of Barbering and Cosmetology will only recognize timeclock punched hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of the class day.

If you are attending less than a 6-hour class day you may take one fifteen (15) minutes break only. Students who take more than 15 minutes will receive an automatic time deduction from their timecard.

If you are attending more than a 6-hour class, you are required to clock back in and take a (30) minutes lunch as required by law and it will be automatically deducted from the daily clocked in hours. Failure to clock back in for lunch will result in an automatic deduction with a written warning if missed punches are excessive (More than 5 a month) .If students do not clock back in, 60 minutes (1 Hour) for lunch will be deducted if student is not with a client or in class.

The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior Column on the weekly timecard.

After clocking in, you are required to maintain theory/demonstration, clinic floor operations and practical class hours to be credited for applied effort. Timecards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. Timecards are to be retained and stored in their entirety for 6 years by the school.

TARDY POLICY & EARLY OUT POLICY

Day school starts at 9:00am , A 15-minute grace period is given from 9:00am – 9:15 am. Students arriving past 9:15am may not clock in for the day . Missing excessive theory and school will result in a write up. Students are asked to stay until the end of their scheduled day. If they need to leave come in late or leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance. Students are not allowed to clock in or attend class after 9:30 am , however the student must make up all hours missed. Students who are habitually tardy (5 times in one month) will be counseled with a written warning and if tardiness continues will be suspended for one week or be placed on probation until tardiness ceases.

EXCUSED AND UNEXCUSED ABSENCES

Students need to contact COSMOTON ACADEMY whenever an absence is necessary. Please call, fax, email, or text the office as soon as you are aware that you need to be absent. Absences of five (5) days or more without notification will be given with a written warning, 2nd offense will be written warning, 3rd offense will be 30 day probation , 4th offense will be suspension. Students put on suspension will not get extended added days to their contract . Any student who has 2 consecutive suspensions will be placed in a probationary period.

Students absent for more than fourteen (14) days without notifying the school director will be automatically terminated.

Absences will be considered excused under the following conditions upon notifying the school:

1. Illness of the student
2. Illness or death in the student's family

3. A documented emergency

Students must submit documentation within one week of the absence

In the event a student is absent 14 consecutive calendar days, for any reason student(s) may be dropped and may re-enroll per the terms of the re-enrollment policy.

SCHOOL DRESS CODE

Students at Cosmoton Academy are to be in dress code at all times while on campus. This means that when students arrive at school and clock-in, they are to be in dress code and remain in dress code the remainder of the day while clocked-in. Violation of the school dress code may result in a student being sent home for the day or to change, which will also result in a loss of hours. The dress code is as follows:

- PER STATE BOARD BUSINESS AND PROFESSIONS CLEANLINESS: ARTICLE 983 PERSONAL CLEANLINESS: CODE SECTION 7312 STATES:

Article 983.1: The person and attire of a licensee or student serving a patron shall at all times be clean.

For reasons of professionalism, identification, health and safety, students will be required to wear a proper uniform. The proper uniform for a Cosmoton Academy student is as follows:

Black barber jacket and/or black apron

All clothes are to be essentially black.

No inappropriate graphics or words on shirts .

Black skirt or shorts 2 inches above the knee or longer.

Underarms, midribs and chest hair/cleavage may not be exposed.

Black bottoms

Black pants or New dark jeans acceptable (may not be faded or light jeans)

black tights and leggings.

Sleeveless shirts are permitted when worn underneath a barber jacket.

Fashionable, trend hats, caps and beanies are permitted without inappropriate pictures, words, excessive logos or advertisements.

Close toed shoes. Slippers, Crocs and Ugg boot style shoes are not permitted.

JOB PLACEMENT ASSISTANCE (Employment Assistance)

Job placement assistance is available to students; however, Cosmoton Academy does not guarantee job placement and makes no guarantees as to wages or level of income. Cosmoton Academy attempts to locate employment for graduates who request assistance. This service is extended to all graduates. Cosmoton Academy also provides training in professional image, resume writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self esteem, communication skills, continuing education, and building a clientele.

CAREER OPPORTUNITIES IN THE BARBERING FIELD

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #39-5011 Barbers. This applies to the Barbering program 1000 hour & and Barbering Hybrid program 1000 hour

EMPLOYMENT & LIABILITY DISCLAIMER

It is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled at Cosmoton Academy to charge a fee or receive a commission for performing a barber service. A student's enrollment and relationship with the school is limited to a student relationship status and students shall not receive any types of wages, salary, commissions, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an

employer.

PERSONAL SERVICES POLICY

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

SMOKING POLICY

This is a no-smoking facility. All smoking shall be done in the designated area in front of the building away from the entrance. Smoking is only allowed during breaks and lunch.

STUDENT SERVICES

Available student services at Cosmoton Academy include but are not limited to career counseling, career development services and academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with practical or technical work. The school makes no representation or guarantees relating to the student services;

However, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Wednesday through Friday 9:00 am – 4:00 or by appointment at Cosmotonacademy@gmail.com to schedule student counseling.

COURSE OUTLINES

Barbering program 1000 and 600 hairstylists are brick & mortar programs .

Hybrid Barbering program 1000 and 600 hairstylists are approved as a brick & mortar program and a hybrid program with distance education.

The requirements are listed below:

COURSE OUTLINES

Course Name: Hybrid Barbering 1000 Program

Offered in either English or Spanish

Course Description: Student will receive training in the art and sciences of **Barbering**

Course Level: Basic

Course Length: 1000

Program Length in weeks: 34

SOC: 39-5011.00 - Barbers

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as barber, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner or barber owner.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with a textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school’s grading scale. A final exam is administered. Clinic Practical procedures : Students progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD’s if the DVD’s are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student’s qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

Course Reference/Instructional Materials:

Textbook	ISBN #	Copyright	Other Resources
Pivot Point Ebook and Pivot Point Workbook	978-1-940593-97-5	Latest edition	NA
GeoChroma Cosmoton Guide	NA	NA	NA

Hybrid Barbering 1000 :Course Subjects

Orientation is done on first day of class

Subject	State Minimum Requirements
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
ADDITIONAL TRAINING : health and safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling Services, Shaving and Trimming of the Beard, shop business principles,professional ethics,record keeping,basic tax information relating to booth rental and independent contractors,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .	200
TOTAL HOURS OF TECHNICAL INSTRUCTION	1000

Course Name: Hybrid Hair Stylist 600 hour Program

Offered in either English or Spanish

Course Description: Student will receive training in the art and sciences of **Hairstyling**

Course Level: Basic

Course Length: 600

Program Length in weeks: 31

SOC: 39-5012.00- hairdressers,hairstylists and cosmetologists

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as hairstylist,platform artist, sales representative, instructor, salon owner

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with a textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all

assigned work. All areas are graded using the school's grading scale. A final exam is administered. Clinic Practical procedures : Students progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVD's are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory Failing	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

Textbook	ISBN #	Copyright	Other Resources
Pivot Point Ebook and Pivot Point Workbook	978-1-940593-97-5	Latest edition	NA
GeoChroma Cosmoton Guide	NA	NA	NA

Hybrid Hairstyling Program 600 hours : Course Subjects
Orientation is done on first day of class

Hairstylist Course Subjects (600 hours)

Required Courses			
Hairdressing ~ The required subjects of instruction in Hairdressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.			
Module	Description	Technical Instruction	Required Operations

Hairstyling	Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	300	
Additional Training	health and safety, Disinfection and Sanitation,Hairstyling Services, shop business principles,professional ethics,record keeping,basic tax information relating to booth rental and independent contractors,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .	100	
Technical Instruction in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.			
Health and Safety Considerations	Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100 hrs	
Disinfection and Sanitation	This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	100 hrs	

Course Name: Barbering program 1000

Offered in either English or Spanish

Course Description: Student will receive training in the art and sciences of **Barbering**

Course Level: Basic

Course Length: 1000

Program Length in weeks: 52

SOC: 39-5011.00 - Barbers

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as barber, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner or barber owner

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with a textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. A final exam is administered. Clinic Practical procedures : Students progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVD's are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory-Failing	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

Textbook	ISBN #	Copyright	Other Resources
Pivot Point Ebook and Pivot Point Workbook	978-1-940593-97-5	Latest edition	NA
GeoChroma Cosmoton Guide	NA	NA	NA

Barbering Program 1000: Course Subjects
Orientation is done on first day of class

Subject	State Minimum Requirements
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100

Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
ADDITIONAL TRAINING : health and safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling Services, Shaving and Trimming of the Beard, shop business principles,professional ethics,record keeping,basic tax information relating to booth rental and independent contractors,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .	200
TOTAL HOURS OF TECHNICAL INSTRUCTION	1000

Course Name:Hairstylist 600 hour Program

Offered in either English or Spanish

Course Description: Student will receive training in the art and sciences of **Hairstyling**

Course Level: Basic

Course Length: 600

Program Length in weeks: 31

SOC: 39-5012.00- hairdressers,hairstylists and cosmetologists

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as hairstylist,platform artist, sales representative, instructor, salon owner

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with a textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are

graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. A final exam is administered. Clinic Practical procedures : Students progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

5. The internet
6. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
7. Audio conferencing or
8. DVD's if the DVD's are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory Failing	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

Textbook	ISBN #	Copyright	Other Resources
Pivot Point Ebook and Pivot Point Workbook	978-1-940593-97-5	Latest edition	NA
GeoChroma Cosmoton Guide	NA	NA	NA

Hybrid Hairstyling Program 600 hours : Course Subjects
Orientation is done on first day of class

Hairstylist Course Subjects (600 hours)

Required Courses
Hairdressing The required subjects of instruction in Hairdressing shall be completed with the minimum hours

of 1100 hours of technical instruction and practical operations for each subject-matter as described below.			
Module	Description	Technical Instruction	Required Operations
Hairstyling	Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	300	
Additional Training	health and safety, Disinfection and Sanitation,Hairstyling Services, shop business principles,professional ethics,record keeping,basic tax information relating to booth rental and independent contractors,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .	100	
Technical Instruction in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.			
Health and Safety Considerations	<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p>Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100 hrs	
Disinfection and Sanitation	This module will provide techniques in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	100 hrs	

Distance Education hours and assignments are graded and recorded Monthly after student asynchronous paperwork has been turned in . Theory chapter exams, final exams and final practical evaluations must be completed in the school facility.

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of Barbering program 1000 hours,Barbering Hybrid program 1000 hours ,Hybrid Hairstylist Program 600 hour and Hair Stylist 600 hour , include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

INDUSTRY PREREQUISITES & PHYSICAL DEMANDS

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California's criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov. Additionally, prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in the barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, the professional in the Barbering field must be in good physical health and he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

LEARNING RESOURCES:

Access to a library and other learning resources are not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by the Barbering and Cosmetology Board of California.

Learning resources are available containing many audio and visual aids, books, periodicals, magazines on styling, skincare, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the instructor or a member of the office staff.

Online Resources Available to Our Students

- Milady

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

- Barbers, Cosmetologists, and Other Personal Appearance Workers

Job opportunities and descriptions, Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos169.html>

HOUSING

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,100 a month. (www.apartmentguide.com)

CONDUCT POLICY AND CONDUCT PROBATION

Cosmoton Academy requires all students to conduct themselves in a courteous and professional manner at all times. Refusal to comply with the Academy's rules and regulations, including those related to conduct and sanitation, will subject students to the institution's Conduct Policy.

Cosmoton Academy maintains a progressive Conduct Policy, which begins with a verbal warning, followed by a written warning, then 30-day conduct probation, and finally termination if violations are not corrected. If infractions occur, students may be asked to cease the behavior immediately and could be required to punch out for the remainder of the day.

The following may be deemed violations of the conduct policy:

- Failure to have books and equipment ready for class and/or clinic every day.
- Failure to maintain infection control and clean their own station, including performing **Student Daily Salon Duties** in compliance with sanitation and safety regulations.
- Using cell phone during services or during school hours .Cell phones may be used in the break room and in the back of the building.If call is more than 3 minutes students may be asked to clock out
- Failure to follow Personal Services Policy
- Violating smoking policy
- Not completing assignments
- Theft or non-accidental damage to Academy property.
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or any 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 any other controlled substance on campus, or any off-campus Academy sponsored event
- Unauthorized entry into, unauthorized use of, and misuse of Academy property
- Possession or use of explosives or weapons
- Failure to comply with directions of Academy officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Behind on tuition payments
- Failure to comply with Dress Code
- Leaving Campus early without prior approval.
- Not maintaining applied effort after clocking in
- Reading material not related to your training or activity
- Insubordination

STUDENT DAILY SALON DUTIES & REGULATORY COMPLIANCE

Student Acknowledgment:

As part of my hands-on training at [Your School Name], I understand that I am required to participate in salon operations and hygiene protocols. These duties reflect real-life responsibilities in a professional barbershop setting and are aligned with the state board's standards and industry expectations.

As part of professional conduct and hands-on training at Cosmoton Academy, students are required to perform daily salon duties aligned with California Board of Barbering and Cosmetology sanitation and safety regulations. These duties ensure a clean, safe, and efficient learning environment and are mandatory for successful progression and graduation.

Daily Student Duties include:

- Emptying and replacing trash bags in front and back shop areas.
- Removing hair and sweeping floors in all work and common areas (front, back, patio, bathroom, new talent spaces).

- Cleaning and sanitizing shampoo bowls and product stations.
- Wiping down styling chairs, mirrors, trays, carts, and equipment stations.
- Managing towels: laundering, folding, rotating, and storing properly.
- Maintaining disinfection stations and changing solutions (e.g., Barbicide) as needed.
- Organizing equipment such as tripods, mannequins, and styling tools.
- Cleaning and maintaining color bars, perm areas, and facial/shaving product stations.
- Wiping kitchen and break areas to maintain cleanliness of shared spaces.

Regulatory Compliance:

- Duties comply with California Board of Barbering and Cosmetology sanitation standards (CCR Title 16, Division 9).
- Proper disposal of hair and waste (CCR §994).
- Maintaining clean and sanitary workstations, tools, and equipment (CCR §§978, 979, 980).
- Proper cleaning and storage of towels and capes (CCR §987).
- Safe handling and cleaning of chemical products and color stations (CCR §988).

TERMINATION CONDUCT DISMISSAL POLICIES

The following acts will result in immediate termination from Cosmoton Academy

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

GRIEVANCE POLICY AND STUDENT COMPLAINTS

Most problems or complaints that students may have with the school or its administrator can be resolved through a personal meeting with the student's instructor or school administrator. If however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus, in person or via email at Cosmotonacademy@gmail.com and staff will respond within 10 school days to the aggrieved student, in writing. Grievance forms are available in the file box. All written complaints from students are saved for 6 years for review.

Students should follow the above process; however, the student may, at any time, file a complaint with the school's licensing agency.

Complaints can be filed with BPPE at <https://www.bppe.ca.gov/enforcement/complaint.shtml>:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov. or by downloading the complaint form and mailing it to the address below.

Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818

Complaints can also be filed with Board of Barbering & Cosmetology at <https://www.barbercosmo.ca.gov/enforcement/complaint.shtml>:

All complaints must be submitted to the Board of Barbering and Cosmetology in writing.

Complaints may be submitted:

Electronically through www.breeze.ca.gov.

or

By U.S. Mail using a Consumer Complaint Form (Korean) (Spanish) (Vietnamese) or other written document addressed to:

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

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

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

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

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Cosmoton Academy’s Satisfactory Academic Progress is consistently applied to all students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. Cosmoton Academy’s Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

EVALUATION PERIODS

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

Evaluation Periods for Barbering Students:

Student’s compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on scheduled hours as follows:

PROGRAM	EVALUATION PERIOD	ACADEMIC YEAR/LENGTH
Hybrid Barbering Program 1000	200,400,600,800	1000/34 weeks
Barbering Program 1000	200,400,600,800	1000/52 weeks
Hairstylist Program	150,300,600	900/21 weeks

At the point of actual completion, or at which each additional 200 clock hours are scheduled to be completed, beyond graduation date.

ATTENDANCE PROGRESS

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. 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 (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% 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 of one and one-third (1 1/3) times the length of the

course.

QUALITATIVE PROGRESS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 80% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published policy for Scheduling and Grading, Make-Up Work, Incomplete and Repetitions. A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, if applicable. The Institution is currently not approved for Title IV financial Aid or Veteran’s benefits, at this time.

MAXIMUM TIME FRAME

Students are required to complete the program and/or course within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school’s admissions policy. VA benefits are paid based on the approved program length of 1000 barbering or 600 hairstylists .

Maximum Weeks 133

PROGRAM	STATUS	HOURS P/WEEK	PROGRAM HOURS	WEEKS	SCHEDULED HOURS
Hybrid Barbering Program 1000	FT	29.5	Wed-Fri 9-4pm + 10 hours a week distance education	34	52
Barbering Program 1000	PT	19.5	Wed-Fri 9-4pm	52	69
Hairstylist Program	FT	19.5	Wed-Fri 9-4pm	31	42
Hairstylist Hybrid	PT	29.5	Wed-Fri 9-4pm + 10 hours a week distance education	21	28

*To ensure proper clock hours are credited, students are required to clock in and out utilizing Course Key .

*On Campus schedules include a ½ hour lunch during which clock hours are not earned and two-15-minute breaks.

GRADING SYSTEM

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on practical and theoretical work. Students must maintain a “B” average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this academy .

va

90% - 100% A Excellent
 80% - 89% B Good
 70% - 79% C not passing

60% - 69% D Not Passing
59% or Below F Failing

WARNING

Students who do not meet Satisfactory Academic Progress or attendance requirements will be placed in the status of Warning. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

ACADEMIC 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. Cosmoton Academy does not allow for the status of probation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, if applicable.

RE-ESTABLISHMENT OF PROGRESS

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

EVALUATION RESULTS (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

INCOMPLETES, WITHDRAWALS & REPETITIONS

Incompletes, withdrawals, and repetitions do not apply to the institution have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies

TRANSFER STUDENTS & SAP

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

VETERANS FUNDING & SAP

Students receiving Veterans Educational funding will remain eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, if applicable. Failure to meet SAP by the next evaluation period will result in termination of such funding.

TITLE IV and FINANCIAL AID

Cosmoton Academy does not participate in either State or Federal Financial Aid Programs, nor does it provide financial aid directly to its students. Nor does it provide Title IV funding. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. This institution has not entered into an articulation or transfer agreement with any other institution.

****This institution is not accredited with any accreditation agency.

VETERANS EDUCATIONAL FUNDING

Cosmoton Academy does not currently offer Veterans Educational benefits.

MAKE UP HOURS & MAKE UP WORK

Students must complete all required assignments and exams. Students who miss their regular school schedule must complete makeup work within their regular scheduled time. Students may not make up work or time for the sole purpose of “banking” work or “completing” time more quickly. Makeup work simply, makes up work that would have been completed during time that was missed.

Students may make up hours during course times the student is not normally scheduled for attendance (For example, night school, Design Team Events, Monday or Saturday) if there is a schedule that is applicable (Mondays or Saturdays) and if the student is qualified to attend events (Design Team, Student Council, etc). Students may not make up hours until the student has reached over 900 actual clock hours in the barbering program. Make-up time will only be allowed for students until a cumulative attendance percentage 100% is achieved. All make up hours must be pre-approved by the school Chief Academic Officer. Students must complete a Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time. Advance permission from an instructor is required to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity (3) to make up that exam/quiz on the next scheduled test date. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the instructor who supervised the make-up time.

VETERAN’S BENEFITS SATISFACTORY ACADEMIC PROGRESS POLICY

When the grade average, during a SAP (Satisfactory Academic Progress) check, of a veteran or eligible person falls below 80 % in academics and 75 % in attendance the student will be placed on warning for two months. If at the end of the two month warning period the student’s grades are still below 80 % in academic and 75% in attendance the veteran or eligible student will be terminated.

CANCELLATION AND REFUND POLICY

STUDENT’S RIGHT TO CANCEL

A student, legal guardian, or sponsor has the right to cancel the Enrollment Agreement by written notice and obtain a refund of charges paid and will NOT withhold institutional charges exceeding \$250 if cancellation is made through the 1st class session or the 7th day after enrollment, whichever is later.

The school shall refund any amount paid by the student after it receives the notice of cancellation. Notice of cancellation may be given by email, mail, hand delivered, or (fax if applicable.) The notice of cancellation if sent by mail is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that the students no longer wishes to be bound by the Agreement.

REFUND POLICY – Applies to all terminations for any reason by either party.

After the cancellation period, the institution provides a pro rata refund of 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 been incurred (including absences), there will be no refund to the student. The

registration fee of \$100.00 dollars is a non-refundable item. The STRF fee if applicable is non-refundable, student books and student kits are also non-refundable.

Students wishing to withdraw from the institution will provide a notice of withdrawal in writing and submitted to the School's Registrar. Students are officially withdrawn the date of notification from student or date terminated by the institution, 14th date of consecutive absences.

If the student has received federal student aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

Equipment, books, supplies, tools, uniforms, kits and all other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If the amount you have paid is more than the amount that you owe for the time you were scheduled to attend, then a refund will be made within 45 days of the official withdrawal date.

If the amount that you owe is more than the amount that you have already paid, then you will arrange to pay the amount that you owe to Cosmoton Academy.

The official withdrawal date is the student's notification to the School Director or the 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 point of:

- The date the school terminates your enrollment is due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for 14 days and fail to inform the school that you are not withdrawing.
- The date you failed to return to school as scheduled by 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.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract) the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

*Eligible enrolled veterans receive a 100% pro-rata refund, less a \$10.00 registration fee, if applicable

· All refunds will be calculated based on the students' last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or

unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

· If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution if applicable.

· If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all money's paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

· OR provide completion of the course OR participate in a Teach-Out Agreement if applicable OR provide a full refund of all the money paid.

· Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

· If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled

led 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 financial assistance until the loan is repaid.

*The school is not currently eligible to participate in Federal Title IV Financial Aid Programs

SCHOOL OR COURSE CANCELLATION

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution.

5. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all money's paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

6. OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all money's paid.

7. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

8. If the student defaults on a federal or state loan, both the following may occur:

5. The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

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

*The School is not currently eligible to participate in Federal Title IV Financial Aid Programs

***Eligible enrolled veterans receive a 100% pro-rata refund, less a \$10.00 registration fee, if applicable**

WITHDRAW PROCEDURES

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- be charged a \$150 termination fee

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY ACT – FERPA

Cosmoton Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to Cosmoton Academy's Admissions Office at 1013 North H Street, Lompoc, Ca ,93436 , or via email Cosmotonacademy@gmail.com and allow up to 10 business days for processing, records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. An Academy official must be in the office at all times during the examination of the student's files. accredited

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

ACCESS TO STUDENT RECORDS AND PRIVACY

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

Cosmoton Academy provides access to student records without written consent to the following agencies: the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Cosmoton Academy protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA). Cosmoton Academy is not accredited at this time by the United States Department of Education, National Accrediting Commission of Career Arts and Sciences (NACCAS) or the California State Approving Agency for Veterans Education (CSAAVE).

RECORDS RETENTION & ACADEMIC TRANSCRIPTS

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript may have a fee of \$10.00. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

GRADUATION REQUIREMENTS

- Complete all required exams with 80%
- Complete scheduled hours
- Satisfactory arrangements for payment(eligible only if student made consistent payments) of all monies owed to the school are made prior to graduation date
- Complete Graduation Exit Form
- Complete the required theory hours and practical operations
- Turn in all Service Clinic Worksheets
- All assigned practical skill assessments must be completed
- Pivot Point Chapter Workbook fully complete and checked off (For transfers starting from start date)
- Health & safety Book complete and checked off (For transfers starting from start date)
- Final Practical (must be done within last two weeks of Graduation)
- Clean your workstation
- Complete exit/graduate counseling if receiving financial aid student loans (If applicable)
- Students will not receive their diploma or Proof of Training (POT) if they have ledger balance or have missed more than two payments.
- Tuition has been paid in full or the student has made satisfactory arrangements for payment(eligible only if student made consistent payments) of all monies owed to the school prior to graduation date

If the student cannot pay owed tuition in full or come into agreement with a payment plan of monies owed to the school(eligible only if student made consistent payments) the student will be withdrawn from the program. The student may re-enter the program when payment arrangements can be made.

Once the student has met all these requirements, the student will be awarded a diploma certifying his/her graduation from Cosmoton Academy .

Students will not receive their diploma/certificate or Proof of Training (POT) if they have ledger balance or have missed more than two payments.

OBTAINING PROOF OF TRAINING AND TRANSCRIPTS

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document and an Official Transcript will be available to the student. Students are required to have their Proof of Training document to take the state exam.

LICENSING REQUIREMENTS

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written . The application

can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CosmoTon is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is 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 CosmoTon to determine if your diploma will transfer.

Administration/Ownership

Cosmoton Academy is owned and administered by Marvel Hair International LLC, dba Cosmoton Academy.

BANKRUPTCY HISTORY

Cosmoton Academy and Marvel Hair International dba Cosmoton Academy do not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

APPROVAL DISCLOSURE STATEMENT

Cosmoton Academy, located at 1013 North H Street, Lompoc, Ca 93436, is a private institution and is approved and licensed to operate by the Bureau for Private Postsecondary Education (BPPE) P.O. Box 980818 West Sacramento, CA 95798; pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code Section 94817.5) Division 7.5 of title 5 of the California code of Regulations, and with state standards as set forth in the CEC and 5, CCR. The Bureau website is www.bppe.ca.gov. The Bureau's approval means that the institution and its operation comply 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 five years and is subject to continuing review.

Faculty

The faculty is hired based on their expertise in their particular field of Barbering education. The faculty is required to have at least three years of education and three years of industry experience in order to be instructors. Our faculty members are also required to hold an actual "hands in hair" working position in our industry. Nobody will work at Cosmoton Academy as an educator if their goal is "just to teach". Our faculty members are well trained in diverse hair care and understand the importance of both theory and practical training that are necessary for a student to be successful in the barbering profession. We are student focused and our team wants to model success for you. The school's student teacher ratio is 30 to 1.

Michael Funkhouser ~ Has over 21 years of experience in the hair industry. Has been a licensed Cosmetologist since 2004 and licensed Barber since 2015, Worked in the salon and barber industry for 4 years prior to entering the teaching field and 15 years before entering school ownership. Michael Assists in the development of teaching curriculums as well as Owner and Manager at Napoleon Blonde Hair Studio. Michael has trained, worked, and taught at Paul Mitchell The School in Pasadena, Santa Barbara and San Diego, specializing in cutting techniques, texture, product knowledge and curriculum development. He has worked closely with admissions and career development programs to mentor and guide students into the hair industry. Michael assists in developing teaching curriculums and oversees daily operations. His experience includes leadership roles such as Cutting Specialist, Learning Leader, Design Team Leader, Education Leader. In addition to his teaching and business experience, he has participated in photo shoots, platform work, and industry events. His specialty is in cutting, including men's and women's hair, long and short styles, as well as Japanese cutting techniques. He has worked in Los Angeles, San Diego, and Santa Barbara and originates from Santa Maria. He is currently an instructor at Cosmoton Barber Academy, responsible for theory, clinic, and class instruction, as well as implementing a distance education plan.

Laura Funkhouser- has been a licensed Cosmetologist since 2001 and a licensed Barber since 2015. She worked in the salon and barbering industry for seven years before transitioning into education, where she has over 18 years of experience. Laura trained, worked, and taught at Vidal Sassoon and Paul Mitchell, gaining expertise in advanced techniques. She has worked in Los Angeles, Beverly Hills, San Diego, San Luis Obispo, and Santa Barbara, building a diverse and well-rounded professional background. Her experience includes editorial work such as photo shoots, fashion shows, and platform artistry. As the owner and manager of Napoleon Blonde Hair Studio, she is responsible for developing teaching curriculums for cosmetology and barbering programs. She specializes in razor cutting and Japanese hair texturing techniques, bringing a high level of artistry and precision to her work.

Cosmoton Academy

School Catalog and Pre-Enrollment Disclosures Acknowledgement

_____ **I have received a school catalog (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:**

_____ **State Licensing Requirements:** I understand the State of California Licensing Requirements as put forth in the school's catalog.

_____ **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

_____ **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.

_____ **Daily salon operations and hygiene protocols:** I understand that I am required to participate in daily salon operations and hygiene protocols. These duties reflect real-life responsibilities in a professional barbershop setting and comply with the California Board of Barbering and Cosmetology's sanitation and safety standards. I acknowledge that performing these duties is essential to my professional development and Academy compliance expectations.

_____ **Course Outline:** I understand the Barbering program's Course Outline set forth in the catalog.

I have reviewed the below disclosures and understand they are also posted on the school's web page:

_____ Program Outcomes and Performance data for State of California and on <http://cosmotonacademy.com/>

_____ I have viewed the California State Board of Barbering & Cosmetology Act & Regulations Booklet Electronically at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf

Student Name (Print):

Date:

Student Name (Sign):

Parent or Guardian Signature, *if applicable*:

Date: